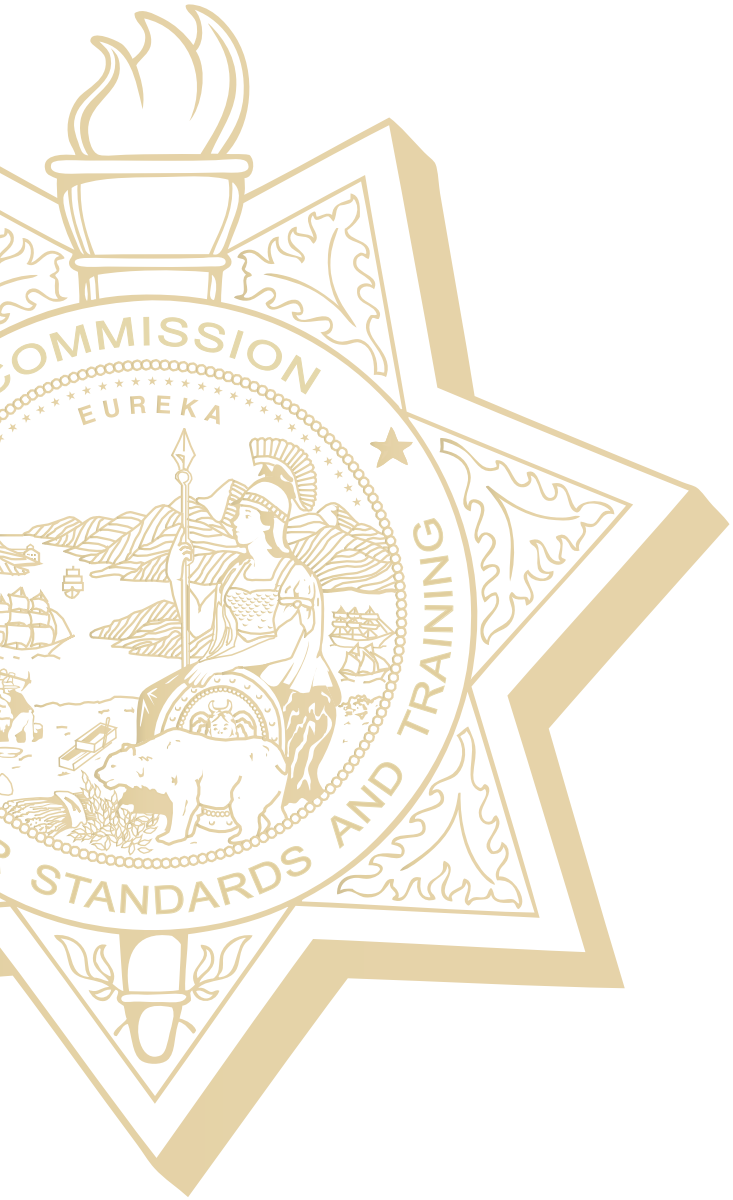
Campbell Police Department



FIELD TRAINING PROGRAM GUIDE

VOLUME I

Overview & Appendices

May 2025

California Commission on Peace Officer Standards and Training

POST Field Training Program Guide

Volume I: Overview and Appendices

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The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.

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By POST Executive Director Manuel Alvarez Jr.

The purpose of this *Field Training Program Guide* is to provide administrators of POST-participating agencies with information and assistance in applying POST field training program regulations within their field training program development and maintenance. A standardized program and forms have been developed to guide law enforcement departments and their Field Training Officers (FTOs) through the initial orientation and field training of newly assigned patrol officers. The program is designed to assist the new officers in making the transition from what they learned in the academy to performing general law enforcement uniformed patrol duties competently in the field.

The POST standardized program (with its structured learning content and applicable regulations) and the other program samples in this guide are an accumulation of the best aspects of existing field training programs throughout our state and the nation. They were designed and provided with the following criteria in mind:

- *Defensible/Fair* – The program 1) ensures proper selection and training of FTOs, 2) allows the trainee to provide feedback, 3) provides a comprehensive list of performance objectives, and 4) utilizes a standardized evaluation process.
- *Effective/Manageable* – The program is performance-based and includes adequate documentation, minimum time completion requirements, and competency specifications.
- *Adaptable/Flexible* – The program is adaptable to any size or type of agency. Flexibility is afforded as agencies are able to incorporate agency-specific policies and procedures and other local references/resources into the program.

The POST field training program regulations and POST-approved field training programs are intended to achieve the following goals:

- *To produce a competent peace officer* capable of working a uniformed, solo patrol assignment in a safe, skillful, productive, and professional manner.
- *To provide standardized training* to all newly assigned patrol officers in the practical application of learned information.
- *To provide clear standards* for rating and evaluation which give all trainees every reasonable opportunity to succeed.
- *To enhance the professionalism, job skills, and ethical standards* of California's law enforcement community.

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities. This *POST Field Training Program Guide* has been developed to support this mission, drawing upon the expertise of and input from the law enforcement community statewide and nationally.

The Commission appreciates the contributions made by the Field Training Advisory Council, Reno Police Department (Nevada), the Police Executive Research Forum (PERF), and the Office of Community-Oriented Policing Services (COPS), U.S. Department of Justice, in providing input to prepare this guide. Questions or comments regarding this document should be directed to the *Basic Training Bureau* at (916) 227-4252 or *FTP@post.ca.gov*.

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Code of Ethics

As a law enforcement officer, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God[1] to my chosen profession — law enforcement.

1 Reference to religious affirmation may be omitted where objected to by the officer

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The Field Training Program

The Campbell Police Department's Field Training Program (FTP) is intended to provide standardized training to facilitate the trainee's transition from the academic or custodial setting to the actual performance of general law enforcement duties.

Field Training Officer- Selection and Training:
The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry-level and lateral police officers in the application of their previously acquired knowledge and skills.

FTOs will be selected based minimally on the following criteria:
1. Desire to be an FTO;
2. Have been awarded a POST Basic Certificate (not Specialized);
3. Have a minimum of three-years of general law enforcement uniformed patrol experience, two of which shall be with the Campbell Police Department;
4. Participate and pass an internal oral interview selection process;
5. Evaluation by supervisors and current FTOs;
6. Meets the training requirements specified in subsection 11 CCR §1004.
7. Not prohibited from training as specified in Government Code 7286(b)(18).

Training for Field Training Officers:
1. An officer selected as a Field Training Officer shall successfully complete a POST (40-hour) Field Training Officer Course prior to being appointed, pursuant to 11 CCR §1004.
2. All FTOs shall complete the 24-hour Field Training Officer Update Course every three years while assigned to the position FTO, pursuant to 11 CCR §1004.
3. All FTOs shall meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code §13515.28.
4. All FTO's will be evaluated annually by the FTP SAC (Supervisor/Administrator/Coordinator)/designee to ensure they possess the skills and performance necessary to continue in the assignment.

Field Training Supervisor/Administrator/Coordinator (SAC)- Selection & Training:
The FTP shall have a Field Training Supervisor/Administrator/Coordinator (SAC) who (1) has been awarded or is eligible for the award of a POST Supervisory Certificate, (2) has been appointed by the department head (or his/her designee). The SAC shall successfully complete a POST-certified SAC Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

Program Overview:
All Trainees will go through a minimum two-week orientation program during which they will be qualified in the use of CPD ' s handgun/shotgun, Taser device, and CPD ' s arrest and control tactics. Trainees will also be given the opportunity to visit dispatch and property/evidence during that period. Daily Observation Reports are not completed in the orientation phase.

The Field Training Program

The Field Training Program is delivered over a minimum of 18 weeks in four (4) Phases of training. The four (4) Phases will be broken down as follows:
Phase One: 6 weeks (FTO 1) (The first week will be an "observation" week)
Phase Two: 6 weeks (FTO 2)
Phase Three: 4 weeks (FTO 3)
Phase Four: 2 weeks (Plain Clothes Observation Period)

Lateral Hires:
Lateral hires that have completed a California Regular Basic Course/Module I and a California POST approved Field Training Program may be considered for an accelerated training program. Peace Officers hired from outside California and have completed the Waiver process must complete the Field Training program previously established for new hires.

Phase Tests:
All trainees will be required to pass a series of written tests throughout their first three phases. These exams will test the trainee's knowledge of material that has been presented during the Academy and/or during each phase of training. The tests will consist of true-false, multiple choice, and fill-in questions. A minimum score of 75% must be achieved in order to pass each test. No reference material will be allowed during these tests.

Evaluation Process:
Trainees will be evaluated daily by their assigned FTO, using the POST (NICS Scale) Daily Observation Report 2-237 (DOR), and the Standard Evaluation Guidelines (SEGs). The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. Additionally, a trainee's progress will be reviewed on a weekly basis by the FTP SAC/designee. At the end of each Phase, the FTP SAC will complete an End of Phase Report (EPR). At the completion of the FTP, the trainee will complete an FTO Critique Form for each FTO, and an FTP Critique Form. The FTP Completion Record/Competency Attestation form must be completed at the end of the program.

The Trainee attests they have been instructed in each phase of the prescribed training and their training performance and stages of progress were documented and reviewed with them by training staff as required. The FTO certifies that the trainee has received the instruction outlined in the FTP Guide, has performed competently in all structured learning content areas, that all tests have been completed at a satisfactory level, and that the trainee is now prepared to work as a solo Peace Officer. The Department/Agency Head shall sign this form to indicate his concurrence with the FTO's certification. The course attestation shall be maintained by the agency in accordance with their agency retention policy/procedures.

Agency Mission Statement

The Campbell Police Department's mission is to "work together as a team in the Department, the City, and the Community to provide outstanding police services."

Agency Values

At the Campbell Police Department, our work is grounded in three core principles of policing that shape our culture, guide our actions, and define our responsibility to the community: SERVICE, JUSTICE, and FUNDAMENTAL FAIRNESS.

SERVICE: A commitment to selflessly assist and protect our community with professionalism, compassion, and integrity.

JUSTICE: Pursuing justice for victims of crime by holding offenders accountable through fair and lawful enforcement.

FUNDAMENTAL FAIRNESS: Treating all people with dignity, equity, and respect, regardless of circumstance.

These core principles are more than just words; they are the foundation of how we build trust, strengthen community relationships, and carry out our duty with honor. They guide every decision we make, ensure accountability at all levels, and reflect our unwavering commitment to doing what is right for the people we serve.

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PART 1
Field Training Program Orientation

FIELD TRAINING IS INTENDED to facilitate a peace officer's transition from the academic setting (or custody assignment) to the performance of general law enforcement uniformed patrol duties of the employing department. Although an officer graduating from the Peace Officer Standards and Training (POST) Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers and deputies must receive additional training in the field, on actual calls for service, where they can learn from officers who already have practical patrol experience.

1.1 FIELD TRAINING OVERVIEW

Field training introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the individual law enforcement department and provides the initial formal and informal training specific to the department and the day-to-day duties of its officers.

To make the new officers' field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the Field Training Program (FTP) guide materials with the newly assigned officer (henceforth referred to as the trainee) and to demonstrate proper patrol procedures. The trainees will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and a Field Training Program Supervisor/Administrator/Coordinator (FTP SAC).

The trainee's performance will be evaluated by the FTO and monitored by the FTP SAC through daily and/or weekly reviews. This one-on-one style of training, in actual law enforcement situations, sets it apart from any prior academic endeavor.

Field training is necessary to hone the knowledge and skills acquired at the academy level and provides opportunity for practical application. Because of this, it is probably the most effective influence on the future direction of a department. The law enforcement department head and their field training staff must be certain that their FTP not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the responsibility of building the future of the department through the people they train. The FTP must have a training philosophy that ensures that each trainee is given the maximum opportunity to show that they can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and in which trainees can perform to the best of their ability. The example set must be professional and beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. The trainees should be treated professionally.

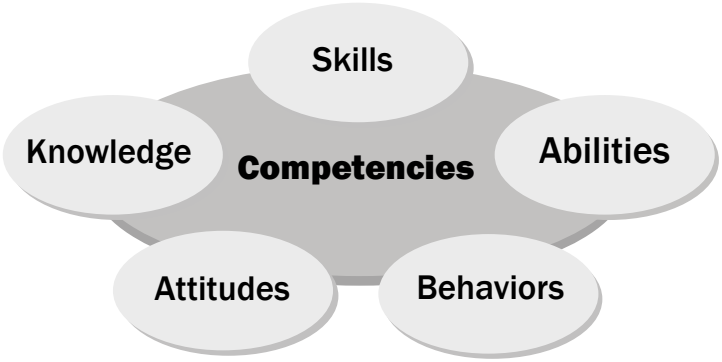
Department leaders and the FTP have a responsibility to the community they serve. This responsibility requires that the department train and retain only the most competent officers. Not everyone has the capability to perform the complex, demanding tasks of a patrol officer. If, after sufficient training, the trainee does not meet the acceptable standards, they may be removed from patrol duties.

Accomplishing field training requires the utmost dedication and patience within the department. All levels must support the training mission and accommodate training needs. The future of the department rests in the implementation of a well-organized and well-administered FTP. Support of the program and the program staff will result in successful trainees who can perform the duties of a patrol officer safely and professionally.

POST's Role/Expectations of Field Training Programs

The *POST FTP* and field training regulations are intended to support a competency-based training system. Trainees need to develop competencies relevant to their position as new patrol officers. The program helps trainees achieve specific objectives to be successful in their new organizational role and to develop skills, knowledge, abilities, and attitudes at a personal and professional level. In this program, competency includes behaviors that demonstrate acceptable or superior performance. These behaviors may not always include specific knowledge (i.e., exact Penal Code references) but do include learned or practical experience, or the behavioral application of knowledge that produces a successful result. Competencies are not necessarily specific skills but, rather, the application of skills that produce a successful result.

Figure 1.1
Objectives of Competency-Based Training System



Departments will determine their own levels of acceptable performance and the competent standard of a solo patrol officer and may do so with the Standardized Evaluations Guidelines (SEGs). As shown above, competencies have several components. The FTP is the time when these components come together and true competence is revealed. FTP staff have the responsibility to evaluate the competence and the success of each trainee. The future of the department depends on the effectiveness of this process.

1.2 FIELD TRAINING PROGRAM ELEMENTS

The *POST Field Training Program Guide* has been designed based on research and input from numerous law enforcement departments throughout California and the nation. The following program elements are designed to assist POST-participating departments seeking approval of their field training programs. POST's regulatory standards and requirements for program approval are incorporated into these elements.

Scope of the Program

The *POST FTP* is designed to be completed by peace officers who have successfully completed the POST Regular Basic Course (Academy) and have been assigned to perform general law enforcement uniformed patrol duties. POST Commission regulations exempt lateral officers who possess a POST-Basic Certificate who have completed a POST-approved FTP or who have a minimum of one year previous experience performing general law enforcement uniformed patrol duties. However, a structured training program is highly recommended to introduce new officers to the department's philosophies, procedures, and community services.

This program also meets the 400-hour field training requirement for Level 1 Reserves. Commission Regulation 1005 allows department heads to hire their own Level 1 Reserves if the officer: 1) is appointed to a full-time peace officer position within the same department and previously completed the department's entire POST-approved FTP within 12 months of the new appointment, or 2) has the signed concurrence of the department head attesting to the individual's competence, based upon experience and/or other field training, as a solo law enforcement uniformed patrol officer.

Length of the Program

A POST-approved FTP must be at least 10 weeks long (400 hours). The *POST Field Training Program Guide* is presented in such a way as to provide maximum flexibility in the time required to present its objectives. Research and experience in presenting similar programs have shown that a minimum of 10 weeks is required to provide a trainee time to become minimally proficient in general law enforcement uniformed patrol duties to the extent that they can operate independently. According to a survey conducted in 2023, most California FTPs are 16 to 20 weeks long. This period allows sufficient time for the FTO and FTP SAC to provide further department-specific training, guidance, and evaluation to the trainee. It is incumbent upon the field training staff to work to individualize a training approach for each trainee.

Orientation

The FTP shall begin with an orientation period of at least one week. This orientation period is not evaluated. The department should determine the actual length of this orientation based upon the trainee's previous experience. This orientation allows for a smooth transition from the academy, prior department, or custody assignment to the FTP. The trainee's first few days in the FTP may prove to be the most critical to set the stage for the trainee's learning and development.

Where possible, it is recommended that departments establish an initial classroom setting under the direction of the FTP SAC. The purpose of this assignment is to address performance objectives or agency- specific needs more appropriate for a classroom setting. This orientation must include firearms and impact weapons qualification and have the trainee demonstrate proficiency in arrest and control techniques. The introduction to the FTP should also include a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the trainee to attain those goals.

Orientation should provide a familiarization with the city or county and the department's personnel and equipment. The goal of this orientation is to give trainees a solid foundation from which they can successfully enter the program.

Phase Training

To maintain uniformity, a concentrated effort must be made to standardize certain aspects of field training that fall within each topic/area of performance skills. FTOs must have confidence in the training that has preceded their segment of training. Without standardized training, the second FTO (or third, or fourth, etc.) is evaluating the trainee not only on the trainee's shortcomings but on the training deficiencies of the other FTO(s) as well. Training must take place before evaluation and must be uniform if the evaluation is to be valid.

Following the *POST Field Training Program Guide* will minimize problems that arise from inconsistent training and will ensure maximum uniformity in the training process. A fundamental element of the FTP is phase training. Phase training is designed to provide the following:

1. A systematic approach to field training.
2. Consistent and standardized training.
3. The means of assuring the trainee's capability to perform competently as a solo patrol officer.
4. The opportunity to train with various FTOs and to be exposed to their methods and techniques while operating within standardized guidelines.

During each phase, the trainee completes a portion of the program including specific performance objectives designed to ensure they have learned specific skills. The *POST FTP* recommends dividing the program into a minimum of four phases.

The following is an example of how a department may divide their FTP into phases:

Table 1.1
Recommended Phase Training Structure

Phase 1	Phase 2	Phase 3	Phase 4
FTO A	FTO B	FTO C	FTO A
• Orientation (not evaluated) • Daily Evaluations • Weekly Progress Reports • End of Phase Report	• Daily Evaluations • Weekly Progress Reports • End of Phase Report	• Daily Evaluations • Weekly Progress Reports • End of Phase Report	• Daily Evaluations • Weekly Progress Reports • End of Phase Report • Completion Record/ Competency Attestation

- **Phase 1**

  The introductory phase consists of the orientation period (of at least one week) followed by several weeks of instruction and training. During this time, basic skills learned in the Regular Basic Course will be applied. These include officer safety and other areas of potential liability to the organization and the trainee. The emphasis of Phase 1 is training, which includes but is not limited to, modeling, mentoring, coaching, demonstrating, and facilitating skill development by the FTO.

- **Phase 2**

  The second phase is more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected that trainees will begin handling calls for service with less input required from their FTO. They should begin to demonstrate the skills at hand. The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of and monitor the workload to ensure a proper learning environment.

- **Phase 3**

  The third phase is the last phase of formal training. Trainees will be expected to handle patrol functions with minimal assistance. They should be initiating patrol activities on their own. They should be learning to navigate calls to which they have not yet been exposed. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

- **Phase 4**

  The fourth phase is the test phase. It is predominantly an evaluation-only phase where the trainee is expected to act as the lead officer. The training guide (and all performance objectives) should be completed prior to the end of this phase.

If it is determined the trainee has demonstrated a difficulty or an inability to perform to the established standards of achievement in any phase, they should be treated in accordance with their agency's policy.

Phase training is essential to the success of any FTP and provides uniform application of policy, procedure, and law throughout the department. Consistent training ensures fair and impartial treatment of all trainees.

Rotating Trainers/Trainees

Whenever possible, the department's FTP should be separated into a set of phases or evaluation periods encompassing a certain number of weeks and certain topics/areas of instruction. When a phase has been completed, the FTP SAC should assign the trainee to another FTO and, if possible, to another shift. The assignment of a different FTO will expose the trainee to a variation of training styles and personal approaches to the job. Trainees who are having difficulty in the program will sometimes improve their performance significantly after such a change.

If possible, trainees should be rotated to a different shift for at least one evaluation period to see responses that are appropriate at various times of the day.

Evaluation Frequency

Each trainee's progress, as they proceed through the FTP, is recorded utilizing written evaluations. The evaluation process is as important as the training process.

POST field training regulations require that evaluation come in several ways from several levels of involvement in the FTP. Part 2 of this guide contains more information regarding evaluations.

Organizational Structure/Chain of Command

Organizational structure and chain of command are set by each department. Most FTPs are administered/supervised by a patrol or training division, but this structure is not required. Each department must assign at least one FTP SAC to coordinate tasks such as trainee/FTO assignments, remedial training, review of the Daily Observation Reports (DORs), and other weekly and end-of-phase reports. It is recommended that the assigned FTP SAC has sufficient time to manage the program.

It is important that each member of the FTP know their organizational structure. FTP staff operate as a team, and consequently, decisions made affect every member of that team.

Program Staff/Personnel Training

POST, with input from field training participants and experts throughout the state, has established minimum training requirements for FTP staff, as outlined Commission Regulation 1004. FTOs and FTP SACs have the most influence over and the most direct responsibility for the trainees.

The FTP SAC training requirement states that every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing an FTP shall successfully complete a POST-Certified FTP SAC Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position. Departments in the POST program are only required to appoint one SAC; however, it is recommended that all officers with direct day-to-day responsibility over the FTP attend the FTP SAC Course.

FTOs must successfully complete a POST-certified Field Training Officer Course prior to training new officers **and** complete 24 hours of update training every three years. This update training can be satisfied by completing a POST- certified Field Training Officer Update Course or by completing 24 hours of department- specific training in the same field training topics contained in the Field Training Officer Update Course (as set forth in Commission Procedure D-13).

Every reassigned FTO, after a three-year-or-longer break in service as an FTO, must successfully complete a POST-certified Field Training Officer Update Course prior to training new officers and then complete 24 hours of update training every three years, as described above, while they remain in the FTO assignment.

Specialized Functions

Trainees should be under the direct and immediate supervision (physical presence) of a qualified FTO throughout the program per Commission Regulation 1004. However, field training can be significantly enhanced by an experience that is not included in the training guide. A trainee temporarily assigned to non-enforcement, specialized function(s) for the purpose of specialized training or orientation (i.e., complaint/dispatcher, records, jail, investigations) is not required to be in the immediate presence of a qualified FTO while performing the non-enforcement, specialized function(s).

▶ **At no time should another officer (or civilian) who has not attended a POST-certified Field Training Officer Course evaluate a trainee.** However, documentation of the special assignment and significant training or action is recommended. This documentation should be provided on the DOR narrative continuation page. It is recommended the officer, detective, dispatcher, or civilian to whom the trainee was assigned write a brief narrative of the assignment and any significant training and/or performance that was accomplished. This action can also be followed if the FTO misses a shift due to illness, court, etc., and another employee provides training and/or supervision. Ideally, these assignments have the prior approval of the FTP SAC.

Remedial Extension(s)

Trainees may have their field training extended to allow them sufficient time to demonstrate competency in patrol functions. This is not a guarantee that every trainee has the right to an extension. The decision to extend shall be that of the FTP SAC and can be made in any phase. This decision should be based on a review of performance and other information available as well as the recommendations of the FTOs and program staff. The purpose of the extension is to provide an opportunity to have documented deficiencies remediated. Part 2 of this guide contains more information on the remedial training process and strategies.

Separation or Release from the Program

Some trainees will not be able to meet the performance standards of a competent solo patrol officer.

Each department should have a policy or procedure established to deal with these situations. Departments should retain all materials related to the trainee's performance.

The recommendation to the department head (or their designee) to separate a trainee should be made only after all submitted reports are reviewed by the FTOs involved, the FTP SAC, and the training and patrol command staff. The recommendation should reflect the writer's point of view and the overall performance of the trainee. Even if the trainee resigns in lieu of separation, all memoranda and other reports or evaluations should be completed and maintained in their file to document the field training performance.

FTO and Program Critique

As specified in Commission Regulation 1004, the trainee shall complete an evaluation of each FTO and the FTP at the end of the program.

POST has developed sample forms for critiques, or departments may create their own. Sample forms can be found in *Appendices 9* and *10*. Critique forms should be structured to encourage candid feedback.

Critiques completed by the trainees offer insights into an FTO's training ability and provide an overall assessment of the effectiveness of the FTP from the perspective of the trainee. The FTP SAC must ensure that FTOs understand the purposes of the program critique/evaluation. The FTP SAC, or their designee, shall provide (at least annually) a detailed evaluation to each FTO on their performance as an FTO.

Competency Attestation/Completion Record

Departments must document a trainee's successful completion of the training program per Commission Regulation 1004. At the end of the final evaluation phase, the final phase FTO will attest to the trainee's competence and successful completion of the FTP. A statement that releases the trainee from the program, with the signed concurrence of the department head, or their designee, shall be retained in department records. A sample Completion Record/Competency Attestation form can be found in *Appendix 9*.

Documentation

Throughout the program, various forms and reports are necessary to ensure proper documentation of the trainee's performance. Samples of all forms mentioned thus far can be found in the Appendices of this guide. The retention of these forms and any other field training records should be based on department record policies.

Field Training Staff Meetings

POST recommends field training staff have regular meetings to review the progress of the trainees and address program needs.

Field Training Program Revisions

FTP SACs must establish a procedure for reviewing their FTP structure, goals, policies, related written materials, etc. Any changes made should be in compliance with Commission Regulation 1004 and Commission Procedure D-13-2. Departments shall submit their FTP for POST approval every eight years, or whenever changes are necessitated by the department or POST minimum standards/requirements. A complete FTP submission to POST includes the POST 2-229 form, Volume I, Volume II, and the department's policy manual.

1.3 ROLE/EXPECTATIONS OF TRAINEES

The trainee's primary responsibility while assigned to the FTP is to devote their full attention and efforts toward successfully completing the program. The FTP staff will make every effort to provide the tools necessary for the trainee to succeed in this task.

The trainees are to be professional toward FTP staff, other trainees, co-workers, and the public at all times. The FTO's instruction should be accepted and followed in accordance with law and department policy. If the trainee believes that a specific order is improper, or an evaluation is not fair, they should discuss it with the FTO. There may be circumstances in which the trainee may have to report improper conduct by their FTO. Trainees must abide by the laws set forth in California Government Code section 7286(b)(9) (references duty to intercede). If the trainee is unable to resolve an issue or faces a circumstance necessitating action by the aforementioned Government Code, the trainee should ask to meet with a supervisor or the FTP SAC.

Throughout the FTP, trainees will receive evaluations. They should use these evaluations to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and FTP staff. Trainees are expected to take responsibility for their actions. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable.

1.4 ROLE/EXPECTATIONS OF FIELD TRAINING OFFICERS

Role of the Field Training Officer

FTOs have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide trainees through a comprehensive curriculum that requires the blending of knowledge

and skill. At times, the FTO may be required to intervene during questionable or unsafe trainee behavior.

FTOs should provide the trainee with a role model to follow while encouraging and directing the trainee. The FTO must follow that up by giving feedback on the trainee's performance. It is important that this assessment has a positive impact on the performance of the trainee. The FTO's appraisal of the trainee's abilities should always be followed with 1) positive reinforcement and encouragement to continue good performance or 2) an adjustment of training techniques and methodologies to meet the needs of the trainee.

FTOs must be flexible and adaptable to change; otherwise, the trainee, the program, and the department will suffer. An inadequate FTO can disrupt the entire training process and potentially harm the department's progress. A great deal of trust and responsibility go with this assignment and a satisfactory FTO will make major positive impacts in their department.

Expectations of Field Training Officers

TEACHER/TRAINER

Any officer who becomes a FTO should have a passion for teaching. The most obvious function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTOs are often selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTOs should be willing to accept the responsibility for the progress of the trainee, or lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee's performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the trainee's state of mind. The trainee's problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and their success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee. The sooner trainees know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into this FTP so that the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with effective training, They will successfully complete the FTP.

FTO training methods should be conducive to producing a successful trainee. Ineffective

training methods can seriously alter a trainee's self-image. The use of loud, profane speech or humiliation tactics is not acceptable conduct. These methods do not contribute to the learning environment.

FTOs should reinforce positive attributes and accomplishments instead of downgrading weaknesses. Trainees respond more quickly to positive statements than to negative ones. Above all, within the limits of good judgment, FTOs should use realistic and established training methods that are conducive to the trainee's temperament, needs, and development as a patrol officer.

FTOs must always conduct themselves in a professional manner. They must teach and reinforce department policy and procedures. FTOs who focus on values and teach real-life lessons will have a profound impact on the trainee's success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance. FTOs with a true desire to teach are often more concerned about their contribution to the success of each trainee and the program than any compensation or recognition they might receive.

ROLE MODEL

FTOs must be positive role models! They must lead by example exhibiting integrity, honesty, and ethical behavior. Maintaining a professional demeanor and appearance; adhering to department rules and regulations; supporting the department's vision, mission, and values; adhering to program guidelines in terms of policies and confidentiality; and having a positive attitude toward the department, the training program, the job, and the trainee accomplish the best aspects of role modeling. FTOs dedicated to the goals and success of the FTP will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.

During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important for communication; trainees are not likely to share their ideas, questions, or feelings unless they feel their FTO is open or empathetic toward them.

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed by keeping the following in mind: 1) the trainee should not be stereotyped or discriminated against, and 2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

What FTOs expect from their trainees and how they are treated, largely determines the trainees' success in the program. Trainees, more often than not, perform at a level they believe is expected of them. FTOs often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or disinterest. What is critical in the communication of expectations is often not what the FTO says, but how the FTO behaves.

The goals of the program, the department, the trainee, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

EVALUATOR

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the FTP. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence. If FTOs cannot evaluate, they cannot train. Evaluation is accomplished using Daily Observation Reports, Standardized Evaluation Guidelines, Weekly Training Progress Reports, End of Phase Reports, and through the use of worksheets, remedial training, evaluation sessions, and verbal feedback. The principal element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (*SEGs*) when completing the *DORs* and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.

FTOs should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee's performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.

LEADER

FTOs should exemplify the department's vision, mission, and values in the program and the community. FTOs should share responsibility with their trainee, delegating through problem-solving, and training them to engage in pre-planning. The FTO must develop and utilize multiple resources.

FTOs are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding them accountable for their own success in the training program. The trainees will want to succeed because of the FTO's leadership.

1.5 ROLE/EXPECTATIONS OF THE FTP SUPERVISOR/ADMINISTRATOR/ COORDINATOR (FTP SAC)

Role of the FTP SAC

The role of the FTP SAC is to ensure that the standards and objectives of the department's FTP are adhered to. To meet these requirements, the FTP SAC must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer's training progress. In administering the program, the FTP SAC is responsible for ensuring that the department's program complies with the minimum standards established by POST. FTP SACs must be trained in the various components of the program and should have influence within the department. The FTP SAC is also the main resource for field training concerns within the department, such as Regulations that inform/affect the FTP.

Expectations of the FTP SAC

OBSERVATION

While it is not necessary to routinely respond to calls that are assigned to an FTO/trainee unit, an FTP SAC should, in the course of their duties, observe the trainee perform. Since the FTP SAC is responsible for providing feedback to both team members, the interaction between the trainee and their FTO should be observed.

FEEDBACK

Direct feedback from an FTP SAC to the trainee can have a significant impact (sometimes peace officers can recall these incidents throughout their entire careers); therefore, it should be done judiciously. To praise a trainee, or both the trainee and the FTO, openly for an incident of good performance, will serve to positively reinforce the program. Negative comments on the trainee's performance should be made to the FTO privately while giving support to their role in bringing the trainee's performance up to an acceptable level.

COUNSEL

Just as an FTP SAC would assess and guide officers in their other law enforcement duties, they must often counsel the FTO through the training process. A personal style that the FTO has may have an adverse impact on trainees, or other issues such as a personal relationship, favors, or a serious conflict with a trainee must be detected and remedied.

TRAINEE ASSIGNMENTS

The FTP SAC should have an overview of the training progress of each trainee in the program and the assignment status of each FTO. The FTP SAC should also be in a position to cross administrative lines (shifts, platoons, etc.) for the purpose of making FTO/trainee assignments that meet the needs of the trainee. They should know shift changes and special assignments that could affect FTO/trainee scheduling. To maintain the integrity of the program, the assignment of trainees to FTOs should remain with the FTP SAC.

EXTENDING FTP/RELEASING TRAINEES FROM THE PROGRAM

Based on the recommendation of the FTO and a review of the trainee's performance and evaluation reports, the FTP SAC should have the authority to extend field training for a trainee who is responding to remedial efforts. Conversely, the FTP SAC, in accordance with the department's policy, should make a recommendation to release a trainee who is not responding to remedial training efforts. They will need to communicate with administrative staff and ensure all documentation is thorough and all training efforts have been made.

EVALUATION OF THE PROGRAM AND FTOS

The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the FTP. The feedback should encompass both the program and its FTOs. Meeting with the trainees and/or reviewing evaluation instruments can accomplish this. The FTP SAC must ensure that FTOs understand the FTO evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation of each FTO on their performance as an FTO.

FTO SELECTION/DESELECTION

Selection, training, and supervision of FTOs are key elements to successful FTPs. FTP SACs are expected to develop, maintain, and oversee the selection process for FTOs in the program. Administrative guidelines should be established and set forth by the department in a general order or policy directive. Minimum qualifications and a department specific selection process should be included in the directive. Details of how candidates are evaluated, selected, approved, and certified may also be included. The process of deselection or decertification for FTOs who are reassigned, who no longer wish to participate in the program, or who have demonstrated unacceptable performance, as a trainer, should also be explained. Departments should also be mindful of Government Code section 7286(b)(18) when selecting and deselecting their FTOs.

ACADEMY LIAISON

To closely ally field training with the Regular Basic Course (Academy), the FTP SAC should carefully analyze how both are organized, administered, and evaluated. A more detailed orientation may be required for departments that rely on regional training centers for new hires. Insight into the special training needs of individual trainees can be gained by communicating regularly with academy staff.

Departments are encouraged to develop a system whereby FTOs and FTP SACs can monitor academy training techniques. This would be intended to ensure continuity and relevance between the academy and the department's FTP.

POST also suggests that the FTP SAC establish liaisons with people involved in other aspects of the program and profession such as the district attorney's office, parole, probation, hospital staff, public works, mental health, etc.

PART 2
Evaluation, Documentation, and Remedial Training

DURING THE FIELD TRAINING PROCESS, trainees must be guided, directed, and apprised of their progress through verbal and written feedback and evaluations. This guide provides samples of evaluation forms, including *Daily Observation Report* (DOR), *Supervisor's Weekly Report* (SWR), and *End of Phase Report* (EPR); and alternatively, *Daily Training Notes*, *Weekly Training Progress Report* (TPR), and *Phase Evaluation Report* (See Appendices).

A department's choice of forms is not nearly as crucial as the actual feedback process and content of the evaluations. Evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The performance objectives in the SEGs, the judgment used by the trainee, and the skills, knowledge, and competency demonstrated in performing the job-related duties of a uniformed patrol officer will serve as the basis for these evaluations.

2.1 EVALUATION

Each trainee shall be evaluated in several categories which, when taken together, reflect the totality of the job for which the trainee was hired (this guide is designed to reflect general law enforcement uniformed patrol duties but could be applied to many other law enforcement jobs such as dispatching, custody, etc.). When possible, these categories should be rooted in a **Job Task Analysis** (JTA) that has been completed specifically for the department. JTA is the process of obtaining information about a job, and its requirements, to determine the knowledge, skills, behaviors, and attitudes that are required for satisfactory performance of the job in question. If the department has not completed a JTA specific to its uniformed patrol officer position, the department should utilize the JTA information collected by POST or utilize categories developed by a similar type of department. Research by POST and other law enforcement agencies has indicated that the key job task elements (competencies) for the patrol officer position are similar throughout the nation.

The evaluation process is completed by using the Standard Evaluation Guidelines (SEGs) which are provided for every category listed on the face sheet of the DOR. The SEGs have been established to ensure each FTO's rating of a trainee will be standard throughout the program. They are designed to provide a definition, in behavioral terms, of various levels of performance. The SEGs (or whatever accepted standard is established by the department) must be applied equally to all trainees. Departments using Daily Training Notes and Weekly Progress Reports will also adhere to a standardized rating scale as defined by the SEGs.

Because law enforcement has a wide variety of techniques and procedures, it becomes extremely important that standardization of performance appraisal occurs. Proper evaluation without standardization is not possible.

Rating Behavior/Performance

As previously mentioned, the SEGs accompany each category evaluated on the DOR or Weekly Training Progress Report. Departments should use the POST-approved **Numeric** or **NICS** scale.

► **Whichever rating scale a department chooses, all trainees should be evaluated, throughout the entire program, utilizing the solo patrol officer as the standard for a rating of "acceptable".**

The FTO's role is to examine the trainee's performance and choose the appropriate description as provided in the relevant SEG or evaluation scale. The FTO selects the description that "fits" the behavior they are evaluating. A trainee's performance may be somewhat better or worse than the rating descriptor (SEG/DOR). In these cases, where behavior is not "anchored" by the appropriate description, the FTO must select the most suitable rating.

For example, in the **Numeric** rating scale, there are behavioral descriptions found at numbers "1", "4", and "7." In the case of report writing, the "1" rating states the trainee takes three or more times the amount of time an experienced officer takes to complete a report. If the trainee takes double the amount of time to complete a report, the FTO may choose to give them a "2" rating. If the trainee shows steady improvement and begins to complete a report in about 15–20 minutes longer than the amount of time an experienced officer would take to complete the report, then a "3" might be the appropriate rating. Even if FTOs have different opinions as to when to rate a behavior or performance a "2" or a "3", the bottom line is that both ratings indicate a less than acceptable (competent) performance. The same logic follows for "5" or "6" ratings as well.

Although this may appear subjective, FTOs will select one score over another because they are: 1) familiar with the job, 2) have been trained to know what is expected within their program, and 3) have the best perception of the trainee's performance within the program.

FTOs must rate the trainee pursuant to the language in the SEGs, which are measured against the standard of a competent, solo patrol officer. This is the only way that objective evaluations will be accomplished. If each evaluator (FTO) uses the same measuring device (SEGs), you should reach the intended outcome of a consistent FTP.

2.2 PERFORMANCE EVALUATION DOCUMENTS

Evaluation and Documentation Forms The following forms were designed to be used together.	
Option A	**Option B**
• **Daily Observation Report (DOR)**	• **Daily Training Note (DTN)**
• **Supervisor's Weekly Report (SWR)**	• **Weekly Training Progress Report (TPR)**
• **End of Phase Report (EPR)**	• **Phase Evaluation Report (PER)**

Daily Observation Report (DOR) and Narrative Evaluation

The DOR is to be completed by the FTO at the end of each shift that the trainee is assigned to work during the FTP. Days, where the trainee receives no evaluation by a qualified FTO (i.e., orientation, days off sick or injured, non-enforcement or special assignments, etc.), can also be documented on the DOR. Only the headings and narrative portions should be completed for those shifts. The DOR is used to record the trainee's performance, specific training or instruction presented, and any other information of importance related to the trainee's activities in the training program that day.

This report is the permanent record of the trainee's progress in terms of performance, skills, knowledge, the improvements needed, and the FTO's efforts to bring about change. The DOR serves as the main source of insight into the trainee's progress in the FTP.

The form shall be completed at or near the end of each shift and reviewed, with the trainee unless unusual circumstances exist. It is important this feedback be shared with the trainee in a timely manner to the events documented. This gives the trainee the benefit of utilizing the feedback in advance of their next call for service and/or shift.

The DOR is designed to rate observed behavior by the **Numeric** or **NICS** scale. The form lists specific categories of behavior (e.g., Officer Safety, Driving Skill, Appearance, etc.) Each behavior must receive a rating or be marked "**Not Observed**" (**N/O**) during the shift covered by that DOR. Marking the appropriate rating records behavior based on the SEG for each category. Ratings such as Unacceptable, Below Standard, Far Exceeds Standards, and/or Superior should be explained in the narrative portion of the evaluation.

DORs have an "**NRT**" box on the face of the form. "NRT" means "**Not Responding to Training**." In addition to a numerical rating in the particular category, this box may also be marked or the NRT box alone may be marked. NRT is assigned after reasonable remedial efforts have failed to result in improvement.

Citing NRT is a serious step and is considered a "red flag" for the trainee and the FTP SAC. From this point, if improvement is not made, termination may result. It is expected there will be significant documentation about the problem before this step is taken. The decision to assign NRT is somewhat subjective but one that can be reasonably justified. The FTO must first get a sense of the difficulty of the task. Is it an easy task or one that is rather difficult to learn? Once the difficulty or complexity is known, the FTO then must get an idea of how many tries the trainee has had at task completion. This process is a search for the presence or absence of balance — i.e., has the trainee had enough opportunities to effectively complete the task given the difficulty? If the answer is "yes," NRT is appropriate. If "no," continue with remedial training.

► **We must be sure that any remedial training that has been given is perceived as that likely to bring about the desired change. The quantity and quality of remediation will be examined to ensure that the strategies employed will likely lead to improvement.**

The "**RT**" found on the DORs refers to **Remedial Training** or the time spent by the FTO in the correction or review of previously taught information or procedures. The FTO shall record

the amount of time spent delivering actual remedial instruction on a specific topic in the appropriate box. See Section 2.3 for more information on remedial training.

In addition to the DOR, the **Narrative Evaluation** form is designed for expanded comments. Both "unacceptable" and "acceptable" performance should be noted by the FTO. Steps taken to assist the trainees in improving their performance should also be noted here.

See Appendix 2 for DOR and Narrative Evaluation (Numeric or NICS Rating Scales). Also refer to Appendix 1 for Standard Evaluation Guidelines (SEGs).

Supervisor's Weekly Report (SWR)

To ensure accountability, supervision, and participation from a higher level within the department, some departments may require the FTP SAC, or their designee, to complete an evaluation of the trainee's performance and progress each week. The evaluation will be completed and administered to the trainee by the FTP SAC, or their designee. This report can serve as a check and balance of the FTO's evaluation of the trainee.

The Supervisor's Weekly Report (SWR) contains information in which the supervisor advises the trainee that their performance for that week was either "acceptable" or "unacceptable." The FTP SAC, or their designee, will also advise the trainee as to the level of their overall performance at that point in the program. This report provides additional feedback to the trainee and an opportunity for the trainee to discuss other training issues with a supervisor. If utilized, the SWR should be signed and dated by both the trainee and the FTP SAC, or their designee. *See Appendix 3 for sample SWR.*

End of Phase Report (EPR)

Departments using DORs and phase training will have the FTO or supervisor complete an End of Phase Report (EPR). EPRs detail the trainee's significant strengths and weaknesses, as well as list specific training provided during the phase. The EPRs also list recommendations for training needed by the trainee during the next phase of training.

In this report, the FTO or supervisor will indicate if the trainee met the minimum expectations of the department in that phase and overall progress in the program. The EPR should be discussed with the FTP SAC, the trainee's current FTO, and the trainee's next FTO. Performance deficiencies should be clarified and addressed with a focused emphasis on the next phase of training. The EPR should be signed and dated by the trainee, the FTO, the FTP SAC, or their designee. *See Appendix 4 for a sample EPR.*

Daily Training Notes (DTN)

Some departments may choose to use the Daily Training Notes/Weekly Training Progress Reports. Like DORs, Daily Training Notes provide immediate feedback to a trainee on their performance. FTO notes should be made as soon as possible after incidents occur. The notes should be verbally reviewed with the trainee and they should also be allowed to review the notes. The written comments should be used as the primary basis for the Weekly Training Progress Reports that the FTO is required to prepare during the training program. Each

important incident and response must be addressed and noted to give the trainee direction to continue acceptable performance or improve unacceptable performance. FTOs should note whatever steps are taken to assist the trainee in improving their performance. *See Appendix 5 for sample Daily Training Notes.*

Weekly Training Progress Report (TPR)

Departments using Daily Training Notes will have FTOs complete Weekly Training Progress Reports. If utilized, these progress reports are completed at the end of each week of the training program. They are designed to match the objectives covered during that week and augment the daily training notes. Specific comments concerning performance below an acceptable level should be articulated in the Daily Training Notes for justification.

RATING LEVELS /TRAINING PROGRESS EVALUATION SCALE

Performance in each evaluation category is rated between 1 and 4 indicating the trainee's performance during the week. The specific meaning of each number can be found in the breakdown listed below:

4 – ***Better than Acceptable:*** Performance exceeds the agency's standard.

3 – ***Acceptable:*** Performance meets the agency's standard.

2 – ***Needs Improvement:*** Performance is progressing toward acceptable but does not yet meet the agency's standard.

1 – ***Unacceptable:*** Performance is not at an acceptable level.

NRT – ***Not Responding to Training:*** Trainee has been rated at level 1 or 2, and after remedial training shows no improvement.

PERFORMANCE DESCRIPTIONS

- ***Better than Acceptable*** – Trainee performs significantly above what is expected and above the standard of the agency.
- ***Acceptable*** – Trainee's performance meets the required standard. The training progress is satisfactory, and the trainee should at least maintain that level of performance. Every effort should be made to encourage the trainee to strive for improved performance that would be recognized in future Training Progress Reports and to guide the trainee to their fullest potential.
- ***Needs Improvement*** – Trainee's performance is deficient. This rating is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the FTO must devote additional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or a remedial training plan.
- ***Unacceptable*** – Trainee's performance is significantly below the expectation of standard work performance. The trainee, with the assistance of their FTO, must make every effort to improve competence in the category(ies) where performance is deficient.

- ***Not Responding to Training*** – Trainee has been rated at Levels 1 or 2, and after remedial training shows no improvement in performance. The trainee should be notified that they are not responding to training. The NRT comment should alert the trainee and training staff that there is a continuing problem. It notifies the trainee that the need for improvement is so great that the trainee's continued stay in the program is in jeopardy.

The specific standard for each of the rating levels in a Weekly Training Progress Report will be determined by a department's standards. *See Appendix 6 for sample TPR.*

Phase Evaluation Report (PER)

Departments using Daily Training Notes and Weekly Training Progress Reports will have FTOs complete a Phase Evaluation Report. These are formatted similarly to the Weekly Training Progress Reports but must include all of the objectives that were covered in the previous weeks.

It must also address the judgment displayed in performing the objectives, the skills demonstrated in conducting preliminary investigations, preparing reports, performing self-initiated activity, and the acceptability of personal characteristics such as personal relations and dependability. Objectives that were carried over from a previous evaluation period because they were not acceptably performed or are not currently being performed at an acceptable level, should also be included.

The Phase Evaluation Report should not contain any reference to an incident that was not part of the Daily Training Notes or has not been reviewed with the trainee. *See Appendix 7 for a sample Phase Evaluation Report.*

Completion Record/Competency Attestation

In accordance with Commission Regulation 1004(a)(9), upon the trainee's successful completion of the FTP, it will be the responsibility of the final phase FTO or FTP SAC to complete a competency attestation of the trainee's ability to perform the duties of a solo patrol officer.

After ensuring that all the materials from the FTP guide have been covered and signed off, and after personally observing the trainee's acceptable performance in all of the functional areas or categories, the FTO will initiate a Completion Record/Competency Attestation form to be routed through the chain of command. The form should be signed and dated by the trainee, the Final Phase FTO, the FTP SAC, and the department head (or designee). This form should become a permanent part of the trainee's training record. *See Appendix 9 for a sample Field Training Program Completion Record/Competency Attestation form.*

Common Performance Evaluation Errors

If the objectivity of the evaluation process is called into question, it is most likely because one or more FTOs did not follow the guidelines or standards established by the department. It may be that one or more of the following errors entered into the evaluation process.

- **Error of Leniency**

  Leniency occurs when the FTO assigns scores beyond those that are deserved. In an FTP, this often occurs because the FTO introduces the variable of experience or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate but considers it okay given the amount of experience the trainee has had. The same performance, seen several weeks later, may result in the awarding of an "Unacceptable" score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Remember: Whichever rating scale a department chooses, all trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as "acceptable" or competent.

- **Error of Personal Bias**

  Personal bias (also called the "Halo" effect or "Horn" effect) occurs when the FTO allows personal feelings about the trainee to affect ratings. Studies have shown that people deemed "attractive" are rated more positively. What is rated in the FTP is whether or not an individual can safely, effectively, and competently do the job as described.

- **Error of Central Tendency**

  Central tendency is seen when the FTO routinely scores toward the center of the rating scale. This error is often present in FTPs when departments using the numeric scale require written comments for scores of 1, 2, 6, and 7. Some FTOs, not wishing to take the time to document, will assign scores of 3, 4, or 5 routinely to avoid the "mandatory" reporting rule. Central tendency errors also occur when the FTO does not give close attention to performance and, to be on the safe side, or to avoid any controversy, rates in the middle of the scale. Many departments using the numeric scale require only those scores of "1" and "7" to be documented which allows for more latitude in the scoring.

- **Error of Related Traits**

  This error happens when the FTO gives the same rating to traits that they consider related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.

- **Error of Event Bias**

  Event bias comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the "Halo" effect or "Horn" effect.

- **"No Rookie Ever Gets a '7'"**

  The belief that no rookie ever exceeds standards (earns a "7" score, Superior, etc.) is too often expressed. The SEGs and rating descriptions should be based on real-life experiences and should not reflect artificial standards. While it may be difficult for many

trainees to perform at a "Superior" level in a number of categories, that score could be attainable for some. There is no place for unrealistic expectations/goals in a job-related performance evaluation system.

- **Error of "Room to Grow"**

  This error occurs when the FTO, wanting to motivate the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that they deserve, there may be a loss, rather than a gain, in terms of motivation.

- **Error of Averaging Scores**

  FTOs who assign a score based on an average of the trainee's performance for the day have selected a score that is not accurate. For example, a trainee, stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that, on average, the trainee obeys traffic signals and an acceptable rating is given. It is not acceptable to go through a red light, but the score suggests to the trainee that it is okay. Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

FTOs are often uncomfortable about giving an "Unacceptable" rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluation requires that the FTO acknowledge the mistake(s) by assigning a score less than "Acceptable." The FTO must give the trainee an "Unacceptable" rating in an area regardless of how minor or infrequent the mistake(s) when weighed against the trainee's otherwise good performance. The FTO will mediate any hard feelings on the part of the trainee by adding documentation that acknowledges the good performance as well as the mistake.

Finally, FTOs must rate a trainee's performance based upon performance rather than personal characteristics. Trainers should prevent comments and evaluation based upon impermissible biases. For example, rating a trainee based upon their membership in a protected class (such as those listed in Government Code section 12940(a)) would violate the law and result in an evaluation that is not objective and tainted by bias. The same is true for other personal characteristics of the trainee, such as their standing in the academy class, their relationship with another member of the department, or the presence or absence of their educational achievement. Performance-related evaluations tend to be more objective and center on what the individual does rather than who the individual is. Employees want their performance, not their personality, discussed during a performance review. By rating based on performance and not personality, trainees will be less defensive and the FTO will be able to avoid these common appraisal errors.

The only measures that FTOs should use when evaluating the behavior and performance of a trainee are the SEGs or the department's rating "scale."

Evaluation Comments and Narratives

To make the most effective use of the narrative portions of written evaluations, the FTO needs to remember four goals of documentation. To provide meaningful evaluation, the documentation should be:

Goals: 1 – CLEAR

2 – CONCISE

3 – COMPLETE

4 – CORRECT

Nine Documentation Factors

The following suggestions will support the FTO in accomplishing the documentation goals.

1. ***Set the stage or scene***
2. ***Use direct quotes***
3. ***Report the facts — avoid conclusions***
4. ***Remember your audience***
5. ***Watch your grammar, spelling, and legibility — avoid slang, jargon, and swearing***
6. ***Speak to performance — not personality***
7. ***Use lists, if appropriate***
8. ***Document all training, including remedial***
9. ***Do not predict future success or failure***

Discussing Evaluations

The FTO and trainee's discussion of evaluations is an important aspect of the FTP and is required by Commission Regulation 1004. Merely completing the evaluation and having the trainee review it will not achieve the objectives of a proper evaluation.

FTOs should allow ample time to discuss evaluations with the trainees. Discussions should be held where privacy can be maintained with little or no interruptions. These conversations should be an open dialogue and use the effective communication principles learned in FTO courses.

Once a discussion has been completed, the FTO should ensure that the trainee signs the evaluation and has the opportunity to provide written comments or speak with the FTP SAC through their chain of command if desired.

2.3 REMEDIAL TRAINING

Most FTOs will report that training is an "ongoing" process that is the result of the natural interactions between themselves and the trainee. Simple comments such as "keep your gun hand clear" or "this word is spelled..." often take place simultaneously with the observed mistake. Some training may have to take place at another time or location away from the actual event. What is important to remember is that: 1) a performance deficiency **must** be corrected, and 2) that correction should come as **soon** as practical after the behavior without interfering with the department's service responsibilities. The deficiencies that do not seem to go away, or are repeated, call for a more formal approach known as remedial training.

Remedial training is defined as: A period of time in which the trainer provides specific instruction to reinforce the required concept, skill, or competency after a trainee's job performance has been evaluated as less than acceptable.

While the FTO's role is to help the trainee overcome performance deficiencies and give them every opportunity to learn and perform, some performance deficiencies may be difficult to overcome with remedial training. Examples might include immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear.

Remedial training should begin as soon as the ongoing deficiency is noted and should provide a reasonable opportunity for the trainee to succeed.

Since formal remedial training may require additional time in the FTP, there are several steps the FTO can take when trying to provide remedial training:

1. Be specific when identifying and describing the deficiency. Include the trainee in identifying their deficiency. Discuss potential root causes and solicit input on their solution.
2. Reflect on and determine what has been tried and found to be effective with similar performance deficiencies.
3. Develop an achievable plan, which clearly identifies the expectations of the trainee. The plan should outline the conditions, anticipated timeframe, and resources needed.
4. Implement the plan and evaluate its success. If the desired level of performance (goal) was not achieved, return to step one.

Consider using a Remedial Training Assignment Worksheet (*Appendix 8*) when developing a remedial plan. Be sure to document the plan, the FTO's efforts, and the results.

Remedial Training Strategies

The following section is designed to assist FTOs in recognizing and correcting performance deficiencies. It describes some of the commonly reported trainee problems and offers strategies for resolving them. The types of remedial training strategies are limited only by imagination and feasibility; however, no training should be dangerous or demeaning, or

expose the department to liability. Department policies, procedures, and safety standards must never be violated for the sake of training.

The following strategies can be used to assist trainees in gaining proficiency with items in the *Field Training Program Guide* or in designing written training plans.

ROLE-PLAY AND SCENARIOS

These can be used for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a training exercise, not an actual event.
2. **No loaded weapons** should ever be used in field training scenarios.
3. Notification of other potentially involved parties (e.g., dispatch, neighboring departments, patrol and/or field training supervisors, etc.).
4. Choice of location (so as not to involve unknowing citizens or other officers).
5. **Selection of role-players who understand the goal of remedial training.**

ROLE REVERSALS

Similar to role-plays, here the FTO reverses roles with the trainee. The trainee then watches the FTO perform a task in the same incorrect manner that the trainee did earlier. The trainee is then required to critique the FTO and offer suggestions for improvement.

COMMENTARY DRIVING

The trainee is instructed to maintain a running commentary of what is observed while operating the vehicle or while acting as the passenger.

Examples of commentary driving include the trainee commenting on street/traffic conditions, traffic control devices, defensive driving information, people, vehicles, and things that would be of law enforcement interest.

VERBALIZATION

This technique is useful for those trainees who routinely know what to do but once subjected to stressful situations are unable to perform the required task(s).

The trainees are instructed to talk out their thoughts. If they are responding to a call, they must describe the call to the FTO, tell how they will get there, and once there, what their actions will be. In this way, they must organize their thoughts and present them to the FTO in a clear and logical manner.

An important benefit for trainees from this exercise is to allow the trainee to put their thoughts and actions in order and also slow their thought processes and prevent information overload.

FLASHCARDS

Having the trainees make flashcards enhances the learning process by using more than one learning style. Flashcards are particularly effective with subjects such as radio codes, orientation skills, vehicle or criminal statutes and elements, and spelling. There are many electronic and web-based resources for flashcard creation and quizzing available.

SPELLING QUIZZES

The FTO keeps track of words that are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, they may wish to practice writing the words several times.

SELF-EVALUATIONS

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a DOR at the end. The DOR should be labeled "Self-Evaluation." As with the FTO's evaluation, both parties review and compare their DORs at the end of the shift.

DIRECTING TRAFFIC

1. FTO draws diagrams for the trainee to place themselves, the flow of traffic, ideal locations for fire, and medical response, etc.
2. Shut down an intersection and let the trainee practice. Start with quiet intersections and build to busier.
3. Have the trainee speak with other FTOs, traffic officers, etc.
4. Have the trainee speak with fire and medical responders for their perspectives.
5. Request assignments for these types of calls.

TRAFFIC STOPS

1. Role-play in a parking lot using other FTOs and vehicles.
2. Review body-worn camera (BWC) and/or in-car video.
3. Have the trainee speak/ride with a traffic officer, etc.
4. FTO draws a diagram for the trainee to place self, vehicle positions, ideal locations for stops, etc.
5. Use miniature cars for placement.
6. Develop a checklist for order of events and importance of events.
7. Verbal and written quizzing on traffic codes and elements.
8. Have the trainee practice completing citations and warnings on copied blank forms.

REPORT WRITING

1. Use report writing exercises.
2. Review some good and bad reports as examples. Be sure to remove the author's name. (If printed or copied, be sure to redact names, addresses, and other biographical information not available to the general public.)
3. Speak with subject matter experts (SMEs) (e.g., detectives, instructors, attorneys, and judges) about what they think makes a good report.
4. Suggest the trainee enroll in a writing class.
5. Suggest the trainee obtain and read library books on the subject.
6. Have the trainee review and correct a report.
7. Suggest the trainee use a dictionary (e.g., print, online, or electronic).
8. Have the trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence.
9. Suggest the trainee spend time working with an in-house expert or academy instructor.

DUI

1. Role reversal with FTO making actual stops and the trainee doing the critique.
2. Role-plays in a parking lot using other FTOs and vehicles.
3. Review BWC and/or in-car video.
4. Speak with SMEs (e.g., DUI officers, instructors, and attorneys).
5. Review old DUI reports.
6. Review actual case law at library.
7. Have the trainee ride with a traffic officer.
8. Develop a checklist for procedures and forms.

COURTROOM DEMEANOR

1. Speak with SMEs (e.g., detectives, instructors, attorneys, and judges) regarding good witnesses.
2. Have the trainee observe a trial.
3. Conduct a mock trial.
4. Have the trainee perform a courtroom role-play using one of their citations or arrests.

INVESTIGATIVE PROCEDURES

1. Speak with SMEs (e.g., detectives, instructors, and attorneys) as to what they think makes a good investigation.
2. Verbal and written quizzes on elements of crimes.
3. Have the trainee spend some time with an I.D. technician.
4. Tour a crime laboratory.
5. Follow one of the trainee's cases through with the assigned detective.
6. Create a mock crime scene.

HIGH-RISK STOPS

1. Practice visualization techniques.
2. Role-plays with the trainee as officer and suspect, in daylight and darkness.
3. FTO draws diagrams for the trainee to place themself, vehicle positions, ideal locations for stops, etc.
4. Develop a checklist for verbal commands.

DOMESTIC DISPUTES/DOMESTIC VIOLENCE/VICTIMOLOGY

1. Role-play using other FTOs.
2. Speak with victim advocates or groups.
3. Attend an Order of Protection hearing.
4. Request assignments for these types of calls.

ORIENTATION SKILLS

1. Give the trainee a copy of a map that contains the streets but no names. The trainee fills in the names.
2. Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
3. Throughout the shift, ask the trainee, "Where are we now?".
4. Give the trainee addresses and have the trainee trace the route to the locations on a map.
5. Give the trainee addresses and have them physically drive to the locations.
6. Have the trainee obtain maps from other resources such as fire departments and chambers of commerce.

7. Demonstrate efficient ways to use mapping programs and GPS tracking.

RADIO COMMUNICATION

1. Role-play
    a. What is going on with other officers?
    b. Sample sentences/codes.
    c. Describe scenario. Ask the trainee how to say it on the radio.
2. Use cell phone recording applications as a radio in role-plays.
3. Have the trainee speak briefly, clearly, and concisely, using codes or plain text.
4. Assign the trainee to a shift in the communication center to work with a dispatcher. Have the trainee log the codes and then decipher them into plain text, turning in the final product.
5. Have the trainee listen to a scanner.
6. Have the trainee read all license plates phonetically.
7. Listen to communication recordings.

ACCIDENT INVESTIGATION

1. Have the trainee ride with an accident investigator.
2. Have the trainee develop a checklist for steps in completing an accident report.
3. Review past reports and diagrams.
4. Create a scenario and have the trainee draw a diagram.
5. Request assignments for these types of calls.

COMMUNITY RELATIONS AND RAPPORT

1. Increase exposure to the public.
    a. Neighborhood foot beats, downtown patrols, foot patrols, and updating business contacts.
    b. Traffic stops.
    c. Neighborhood watch and crime prevention meetings.
    d. Front desk.
2. Have the trainee spend a shift with a public information officer.

3. Role-plays.
4. Review BWC and other related agency video.

Summary

For remedial training strategies, always remember to:

1. Include the trainee.
2. Diagnose the problem.
3. Create an achievable plan and thoroughly discuss it with all stakeholders.
4. Use all the resources available.
5. Provide feedback.
6. Be creative (while maintaining safety and operating within department policies and procedures).
7. Document the trainee's performance and FTO efforts.
8. Complete an assessment of overall performance.

PART 3
Field Training Program Application Process

POST REGULATIONS require departments seeking approval of their FTP to submit an FTP package along with a POST-Approved Field Training Program Application (*POST Form 2-229*) signed by the department head. Per Commission Procedure D-13-2, departments shall submit their FTP for POST approval every eight years, or whenever changes are necessitated by the department or POST minimum standards/requirements. Prior to submitting the package and application, a department representative should review/update the department's current policies, procedures, and program content against POST's minimum standards/requirements for program content, operations, and personnel. Commission Procedure D-13-2 states the application materials needed at minimum when submitting a package for POST's review. Commission Procedure D-13-3 lists the minimum topics required to be covered by any FTP requesting POST's approval. The *POST Field Training Program Guide* may be used as a model for developing an FTP.

If using the *POST Field Training Program Guide* format (Volume I and II), the FTP package submitted for approval shall **minimally** include:

1. Volume I of this guide, complete with the Agency Perspective, Mission Statement, and Values Statement.
2. Volume II of this guide, which outlines the proposed training for department trainees.
3. Copies of supporting documents (e.g., policies and procedures, general orders related to FTP personnel and their training, and/or evaluation forms).
4. The required POST-Approved Field Training Application (2-229) (pdf). This form attests that your agency meets the minimum standard requirements to provide patrol training.

3.1 POST'S FIELD TRAINING PROGRAM GUIDE COMPONENTS

Agency Perspective, Mission Statement, and Values

The first part of the FTP guide, Volume I, contains information explaining the FTP and its operation. It is recommended the FTP guide be provided to the trainees at or prior to the time they enter the program. While this portion of the guide may not contain all the information found in the department administrative manuals and General Orders, certain excerpts from those documents should be incorporated into this section of the training guide.

The Agency Perspective portion of Volume I should include a detailed description of:

- The department's specific selection process for FTOs,
- The evaluation process for trainees and FTOs,
- The length of the program, phases, and orientation, and
- The goals and objectives of the department's FTP.

Competencies/Performance Objectives

The second part of the field training guide, Volume II, contains performance objectives incorporating the knowledge, skills, and abilities required of a solo officer. These training topics are broken into phases that cover the performance objectives. Training in, and completion of, the designated topics can provide trainees a foundation when handling patrol functions that may be encountered in their career.

FTOs instruct in the areas outlined in each specific topic. To ensure accountability, sign-off boxes are placed on each page of the guide wherein the FTO indicates the following:

1) The date trainee displayed adequate competence

2) The date of remedial training, if necessary

The FTO will also identify the way the skill, knowledge, or ability was performed (e.g., written test, verbal test, scenario/role-play, or field performance). The first page of each section provides a place for the trainee's name (and badge number, if agency so desires).

Resources

It is encouraged that departments consider the inclusion of various resource materials in the guide or develop a separate resource materials guide specific to their agency's needs. Examples may include important policies, maps, municipal codes, etc. The purpose of this is twofold. First, the material remains a reference for the trainee and, second, the FTO can use these materials as part of the lesson plan rather than improvising when it comes time to instruct on the specific topic.

In addition to the instruction the trainee will be receiving from the FTO, it is possible that the trainee will need to do some further studying. The training staff may provide access to the Regular Basic Course Training and Testing Specifications, POST Student Workbooks, POST Learning Portal, and any other department-developed training aids. Trainees are advised to maintain copies of the Penal Code, Vehicle Code, and Municipal Codes, and know the location(s) of other reference materials including a list of community service resources.

3.2 RESPONSIBILITY AND OVERSIGHT

It is the responsibility of the FTP SAC to oversee the development and maintenance of the department's FTP guide. Each FTP SAC may designate a committee to review and update the materials presented in the department's guide. Constant revision based on input from the trainees, FTOs, and other program staff will make the department's FTP guide a viable resource and basis for a successful program.

PART 4
The POST Field Training Program

THE POST FTP is a program designed to be used as a guide for agencies complying with Commission Regulation 1004, 1005, and Commission Procedure D-13.

The program allows for department-specific policies, procedures, and specific methods of trainee instruction. It directs a training response to needs or situations that could be encountered by police officers who are assigned to general law enforcement uniformed patrol duties in the state of California. Therefore, as mentioned in Part 3, a department using this program should include its specific policies, procedures, and methods.

This program requires that the trainee to apply skills and knowledge that were acquired in the Regular Basic Course (Academy). The FTO must help the trainee apply these skills and knowledge in a real-life environment with actual law enforcement incidents.

4.1 PROGRAM COMPONENTS

The POST FTP is comprehensive and complete for statewide application. However, any department using this program should compare POST's program objectives relative to its own objectives, policies, and responses, and add any additional objectives needed. The objectives (knowledge, skills, and abilities) included in the POST program model are considered to be the minimum standards on which to base an FTP in the state.

► **Departments are encouraged to add to this program as they see fit to match their needs.**

The POST FTP is used to train newly assigned officers and deputies who have recently graduated from the Regular Basic Course (Academy), who have been employed through lateral entry, or any others who are on their initial assignment to general law enforcement uniformed patrol duties. The following areas are intended to clarify the application of the POST FTP.

Competencies/Structured Learning Content/Areas of Instruction

Research and experience have demonstrated that new peace officers should demonstrate competency in the topics or areas listed below.

MINIMUM COMPETENCY REQUIREMENTS

1. **Agency Orientation/Department Policies**
2. **Officer Safety**
3. **Ethics**
4. **Use of Force**
5. **Patrol Vehicle Operations**
6. **Community Relations/Professional Demeanor**
7. **Radio Communication**

8. **Leadership**
9. **California Codes and Laws**
10. **Search and Seizure**
11. **Report Writing**
12. **Control of Persons/Prisoners/People with Disabilities**
13. **Patrol Procedures**
14. **Investigations/Evidence**
15. **Strategic Communication/Conflict Resolution**
16. **Traffic**
17. **Self-Initiated Activities**
18. **Agency-Specific Activities** (may include Community Specific Problems, Special Needs Groups, etc.)

Format

The *POST FTP* has the 18 topics of instruction listed above divided up in Volume II. Each topic contains knowledge and performance-based objectives for the trainee to accomplish. Each topic may be presented, wholly or in part, in the appropriate training phase. The objectives for each topic build from basic issues to more complex ones to assist in an incremental learning approach. This is intended to enhance retention so the trainee is able to relate elements of past instruction to each new subject. The department's training staff must determine the appropriate format and order for its FTP. A department can add its specific policies, procedures, locations, references, etc. to further enhance its program. This POST format allows flexibility but is designed to hold the trainee responsible for each of the legislatively mandated performance objectives.

Agency-Specific Activities (which may include Community Specific Problems, Special Needs Groups, etc.) is an optional section that may be included by a department.

Training and Testing Methods

Although the *POST FTP* is written in performance-based objectives, there is no intention to restrict a department's methods of presentation or measure the trainee's acceptable performance of the task(s).

Because of the very nature of patrol work, not every incident the POST FTP requires a trainee to perform will occur within the timeframe of the program. The FTO should improvise by volunteering, when possible, for assignments that may assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario-based exercise or rely on the trainee's verbal or written explanation to verify that the trainee is competent.

Initially, trainees may be provided with and allowed the opportunity to study written documents, policy directives, training bulletins, or general orders that they are responsible for knowing. The FTO should then proceed through the field training guide discussing, instructing, or demonstrating each performance objective. The FTO should encourage trainees to take increasing responsibility for field performance based on the nature of incidents they have encountered. It is the intention of the FTP to have the new trainees demonstrate their

competency in these performance objectives through the actual handling of patrol situations. This is the preferred method of demonstrating trainee comprehends and can apply what has been instructed. However, for a variety of reasons, trainees may have to demonstrate successful comprehension and competency through alternative means. The methods for "competency demonstration" used in the *POST FTP* are described below.

COMPETENCY DEMONSTRATION METHODS

1. **Department-Constructed Tests.** Some portions of the FTP may require department-constructed tests that measure the skills required to achieve one or more performance objectives. These tests may be in written or verbal format. Trainees who fail a written department-constructed knowledge test on the first attempt should:

   a) Be provided with an opportunity to review the test results in a manner that does not compromise test security

   b) Have a reasonable time and remedial training in order to prepare for a retest

   Be provided with an opportunity to be retested. If the trainee fails the retest, it will be the department's responsibility to determine if the trainee should be given another retest or separated from the FTP

   ▶ **These tests should be standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.**

2. **Scenario Tests.** Some portions of the FTP may require scenario tests, which are job simulation tests that measure the skills and knowledge required to achieve one or more performance objectives. When a scenario test is used, trainees demonstrate their competency in performing the tasks required by the scenario test. Competency means that trainees perform at a level that demonstrates they are able to perform as a solo patrol officer. A qualified FTO should make this determination. Trainees who fail to clearly demonstrate competency when first tested should be provided with an opportunity to be retested. The retest should occur after a FTO has provided and documented remedial training. The remedial training shall be determined by the department. If the trainee fails to demonstrate competency on the retest, it will be the department's responsibility to determine if the trainee should be given another retest or separated from the FTP.

   ▶ **Officer safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the FTP. (Departments may wish to refer to the publication entitled *POST Guidelines for Student Safety in Certified Courses* as it contains specific guidelines for scenario training and event simulations that may prove helpful in organizing such testing.)**

3. **Field Performance Tests.** Most portions of the FTP will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their competency in performing the tasks required of a solo patrol officer. A qualified

FTO should make this determination. Trainees who fail to clearly demonstrate competency during a field performance test should be provided with documented remedial training. The remedial training should be determined by the department. If the trainee fails to demonstrate competency on subsequent field performance tests, it will be the department's responsibility to determine if the trainee and/or department will benefit from additional remedial training and testing or if the trainee should be separated from the FTP.

4.2 POST FIELD TRAINING PROGRAM MODEL

This standardized *POST FTP* has been developed through input from various departments and experts throughout the state and nation. It is not intended to be a stand-alone program. It is intended to set a minimum standard on which each department can build its own specific FTP. It is further intended to assist the process in which the trainee receives on-the-job instruction to complement or reinforce classroom (academy) training.

When properly administered and supervised, this FTP can be one of the most important periods of training for law enforcement officers. POST field training regulations and this guide provide for the foundational field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow trainees to apply basic law enforcement principles safely, effectively, and competently.

Table **4.1** represents an **example** phase training overview of the *POST FTP*, though flexibility is required to allow for the day-to-day fluctuations of actual on-the-job duties. (See Volume II/ Part 5 for the complete program model and competency sign-offs.)

Table 4.1
Example Phase Training Overview

Phase 1	Phase 2	Phase 3	Phase 4
• Agency Orientation/ Department Policies • Officer Safety • Ethics • Use of Force • Patrol Vehicle Operations • Community Relations/ Professional Demeanor • Radio Communication	• Leadership • California Codes and Law • Search and Seizure • Report Writing • Control of Persons/ Prisoners/People with Disabilities • Patrol Procedures	• Patrol Procedures (continued) • Investigations/ Evidence • Strategic Communication/ Conflict Resolution • Traffic	• Self-Initiated Activities • Agency-Specific Activities

After successful completion of the FTP, the trainee will be expected to competently perform as a solo patrol officer. Ideally, they will be evaluated by a supervisor periodically until the end of their probationary period.

APPENDICES
A.1 through A.11

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APPENDIX 1
Standardized Evaluation Guidelines (SEGs)

The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. The SEGs are intended to provide a fair and uniform scoring method to assess each trainee's progress. It is through the use of these guidelines that the FTP achieves a recognized level of standard, competency, and credibility.

OVERVIEW

Throughout the FTP, the FTO rates the trainee's performance. Each observed behavior is rated using the **DOR** described in *Appendix 2* in the FTP Guide. The rating scales can be scored in two ways: the *Numeric Scale* (1–7) or the *NICS Scale* (NI–Needs Improvement/C–Competent/S–Superior). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. The NICS scale provides a more direct scoring method. Agencies decide which method best meets their particular training approach.

A rating of "1" or "N/I" indicates the observed behavior is Unacceptable or Needs Improvement, a rating of "4" or "C" meets the **minimal** standard of *Acceptable* or *Competent*, and "7" or "S" indicates the trainee's performance is at a *Superior* level.

Any rating of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale **requires** a Documented Situation (DS) to describe the event that resulted in the observed rating. The FTO fills out the **Narrative Evaluation** portion of the DOR to document the event (see *Appendix 2*).

The following SEGs correspond to the numbered observable behaviors listed in the DOR for each performance category. Use these value definitions when rating a trainee's level of performance.

PERFORMANCE CATEGORIES

ATTITUDE

1. Acceptance of Feedback/FTO/FTP

Evaluates the way the trainee accepts criticism, how the trainee interacts with the FTO, and how the trainee accepts the training program, including how the FTO's feedback is received and used to further learning and improve performance.

1 or N/I — *Unacceptable* – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.

4 or C — *Acceptable* – Accepts criticism in a positive manner and applies it to improve performance and further learning.

7 or S — *Superior* – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

2. Attitude Toward Police Work

Evaluates the trainee in terms of personal motivation, goals, and their acceptance of the job's responsibilities.

1 or N/I *Unacceptable* – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

4 or C *Acceptable* – Demonstrates an active interest in new position and responsibilities.

7 or S *Superior* – Strives to further professional knowledge by actively soliciting assistance from others to improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility. Exhibits a desire to complete Field Training and become a productive member of the organization.

3. Integrity/Ethics

Evaluates the manner in which the trainee understands, accepts, and employs their own integrity and ethics.

1 or N/I *Unacceptable* – Accepts and employs a standard of mediocrity. Has little or no sense of accountability and/or responsibility to the department or community.

4 or C *Acceptable* – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through planning, evaluation, and decision-making.

7 or S *Superior* – Consistently demonstrates a high degree of internal strength, courage, and character. Models responsibility for service and enhances public trust.

4. Leadership

Evaluates the trainee's ability to take command and exercise influence among people using ethical values and goals for an intended change.

1 or N/I *Unacceptable* – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.

4 or C *Acceptable* – Understands how to direct others, take command, and exercise influence and authority. Provides expected level of competency to the community through effective collaboration, communication/deescalation, and compassion.

7 or S *Superior* – Will not rationalize to compromise integrity. Uses command presence appropriately. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and assertiveness, composure, concern, and the ability to deescalate any situation.

APPEARANCE

5. General Appearance

Evaluates physical appearance, dress, demeanor, and equipment.

1 or N/I *Unacceptable* – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of department regulations. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative.

4 or C *Acceptable* – Uniform is neat/clean. Uniform fits and is properly worn. Weapon, leather, and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

7 or S *Superior* – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

RELATIONSHIPS

6. Relationship with Citizens/Community

Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.

1 or N/I *Unacceptable* – Abrupt, belligerent, demeaning, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills. Communications are confusing to the public.

4 or C *Acceptable* – Courteous, friendly, and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service-oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills. Communicates well when interacting with the public.

7 or S *Superior* – Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Routinely exhibits strong communication skills when interacting with the public.

7. Relationship with Other Department Members

Evaluates the trainee's ability to effectively interact with department members of all ranks, capacities, and positions.

1 or N/I *Unacceptable* – Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers themselves superior. Belittles others. Is not a "team player." Relies on others to carry their share of the work.

4 or C *Acceptable* – Adheres to the Chain of Command. Good FTO, superior, and peer relationships. Demonstrates a teamwork attitude.

7 or S *Superior* – Is at ease in contact with all members of the organization while displaying professionalism. Understands supervisors' responsibilities and their positions. Actively assists others.

8. Community Policing and Problem-solving

Evaluates the way the trainee assists members of the community in handling neighborhood issues.

1 or N/I *Unacceptable* – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as "sole authority" and does not include the public in the problem-solving process.

4 or C *Acceptable* – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.

7 or S *Superior* – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

PERFORMANCE

9. Driving Skill: Normal Conditions

Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

1 or N/I *Unacceptable* – Frequently violates traffic laws. Involved in at-fault traffic collisions. Fails to maintain control of the vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.

4 or C *Acceptable* – Obeys traffic laws. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

7 or S *Superior* – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating the radio, checking mobile computer terminals (MCTs), etc.

10. Driving Skill: Moderate/High Stress Conditions

Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skills.

1 or N/I *Unacceptable* – Involved in at-fault traffic collisions. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situations. Loses control of the vehicle.

4 or C *Acceptable* – Maintains control of the vehicle and evaluates driving conditions/ situation properly. Adheres to department policies and procedures, and the California Vehicle Code provisions regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.

7 or S *Superior* – Displays a high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.

11. Use of Map Book/GPS: Orientation/Response Time

Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at a destination within an acceptable amount of time.

1 or N/I *Unacceptable* – Unaware of location on patrol. Does not properly use map book or GPS. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

4 or C *Acceptable* – Is aware of location while on patrol. Properly uses map book or GPS. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.

7 or S *Superior* – Remembers locations from previous visits and seldom needs map book or GPS. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. Routine Forms: Accuracy/Completeness

Evaluates the trainee's ability to properly utilize departmental forms.

1 or N/I *Unacceptable* – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

4 or C *Acceptable* – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

7 or S *Superior* – Consistently completes detailed forms rapidly and accurately with little or no assistance.

13. Report Writing: Organization/Details/Use of Time

Evaluates the trainee's ability to organize reports, supply the necessary details for a good report, obtain all necessary information from reporting person and/or witnesses, and to complete a report in an appropriate amount of time.

1 or N/I *Unacceptable* – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. The report is inaccurate and/or incorrect. Routinely requires an excessive amount of time to complete a report.

4 or C *Acceptable* – Elicits necessary information. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.

7 or S *Superior* – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.

14. Report Writing: Grammar/Spelling/Neatness

Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

1 or N/I *Unacceptable* – Reports are illegible and lack structure. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Reports are confusing and not easily understood by the reader/evaluator.

4 or C *Acceptable* – Reports are legible, and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance. Reports have sufficient stucture.

7 or S *Superior* – Reports are very neat and legible. Contain no spelling or grammatical errors. Reports have sufficient stucture. Reports are thorough, complete, and easily understood by the reader/evaluator.

15. Field Performance: Non-stress Conditions

Evaluates the trainee's ability to complete tasks and perform routine, non-stress police activities.

1 or N/I *Unacceptable* – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.

4 or C *Acceptable* – Properly assesses aspects of routine situations; determines appropriate action and completes tasks.

7 or S *Superior* – Properly assesses routine and complex situations without guidance/assistance. Quickly determines and employs appropriate course of action and completes tasks.

16. Field Performance: Stress Conditions

Evaluates the trainee's ability to perform in moderate to high-stress conditions.

1 or N/I *Unacceptable* – Becomes emotional, panic-stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts or acts in unsafe or ineffective manner.

4 or C *Acceptable* – Exhibits self-control. Remains calm and composed in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.

7 or S *Superior* – Exhibits self-control. Remains calm and composed in even the most extreme situations. Quickly restores control of the situation and takes command. Determines and employs the best course of action. Handles situations safely, efficiently, and effectively.

17. Investigative Skills

Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1 or N/I *Unacceptable* – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow up obvious investigative leads.

4 or C *Acceptable* – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects useable fingerprints from crime scenes, with little assistance, when conditions allow. Knows when to consult a supervisor, investigator, or crime scene technician when processing is needed at involved or unusual crime scenes.

7 or S *Superior* – Consistently follows proper investigatory procedure and is routinely accurate in identifying the nature of the offense committed. Connects evidence with suspect even when not readily apparent. Collects useable fingerprints from crime scenes, with little to no assistance, when conditions allow. Actively seeks to improve evidence collection and processing skills.

18. Interview/Interrogation Skills

Evaluates the trainee's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

1 or N/I *Unacceptable* – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda warning. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the investigation.

4 or C *Acceptable* – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda warning.

7 or S *Superior* – Consistently uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects. Fully understands the legalities associated with the Miranda warning and administers the admonishment appropriately.

19. Self-initiated Field Activity

Evaluates the trainee's desire and ability to observe and act upon suspicious activity and to address situations where citizens may require law enforcement assistance.

1 or N/I *Unacceptable* – Fails to observe and/or avoids suspicious activity. Does not investigate same. Rationalizes suspicious circumstances. Avoids or does not recognize situations where citizens may require law enforcement assistance.

4 or C *Acceptable* – Recognizes and acts upon situations requiring law enforcement contact or attention. Develops cases from observed activity. Displays inquisitiveness.

7 or S *Superior* – Routinely acts on situations requiring law enforcement contact. Maintains "Watch Bulletins" and information provided at roll call for later use in the field. Appropriately uses the information as reasonable suspicion to detain, or to develop probable cause to arrest. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious. Maintains vigilance for suspicious activity and/or situations where citizens may require law enforcement assistance.

20. Officer Safety: General

Evaluates the trainee's ability to perform police tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

1 or N/I *Unacceptable* – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:

a) Exposes weapons to suspect (handgun, baton, chemical agents, etc.)

b) Fails to keep weapon hand-free in enforcement situations

c) Stands in front of/next to violator's vehicle door

d) Fails to control suspect's movements

e) Fails to use illumination when necessary or uses it improperly

f) Does not keep violator/suspect in sight

g) Fails to advise Communications when leaving vehicle

h) Fails to maintain good physical condition

i) Fails to properly maintain personal safety equipment

j) Does not anticipate potentially dangerous situations

k) Stands too close to the passing vehicular traffic

l) Is careless with gun and/or other weapons

m) Fails to position vehicle properly during traffic stops

n) Stands in front of door when making contact with occupants

o) Makes poor choice of which weapon to use and when to use it

p) Cannot articulate why a particular weapon was employed

q) Fails to cover other officers or maintain awareness of their activities

r) Stands between police and violator's vehicle on a vehicle stop

s) Fails to search police vehicle prior to duty and after transporting other than police personnel

4 or C *Acceptable* – Follows acceptable safety procedures. Understands and applies them.

7 or S *Superior* – Consistently works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

21. Officer Safety: Suspicious Persons, Suspects, and Prisoners

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

1 or N/I *Unacceptable* – Violates officer safety practices as outlined in SEG 20 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.

4 or C *Acceptable* – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners. Routinely works with an officer safety mindset.

7 or S *Superior* – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts in the field. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.

22. Control of Conflict: Voice Command

Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

1 or N/I *Unacceptable* – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.

4 or C *Acceptable* – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

7 or S *Superior* – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situations through voice and language usage.

23. Control of Conflict: Physical Skill

Evaluates the trainee's ability to use the proper level of force for the given situation.

1 or N/I *Unacceptable* – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

4 or C *Acceptable* – Obtains and maintains control through the proper use and amount of force. Uses restraints effectively.

7 or S *Superior* – Displays above average knowledge and skill in the use of restraints. Extremely adept in employing the proper use of force for a given situation. Understands the legalities involved in the use of force.

24. Problem-solving Techniques/Decision Making

Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

1 or N/I *Unacceptable* – Acts without thought or good reason. Is unable to address problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive and naive. Cannot recall previous solutions and apply them in similar situations.

4 or C *Acceptable* – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Can explain what a problem-solving model is. Generates proper questions designed to identify problem(s). Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.

7 or S *Superior* – Able to reason through most routine and complex situations and reach appropriate conclusions. When confronted with a problem, uses department-endorsed problem-solving approach/model. Has keen perception. Identifies root causes of problems, not just symptoms. Anticipates problems and prepares potential resolutions in advance. Relates past solutions to present situations and selects workable solutions. Properly assesses response, adjusts accordingly, and plans for follow-up.

25. Communications: Appropriate Use of Codes/Procedures

Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

1 or N/I *Unacceptable* – Violates policy concerning use of communications equipment. Does not follow correct procedures. Does not understand or use proper communication codes/language.

4 or C *Acceptable* – Complies with policy and accepted procedures. Has good working

knowledge of most common codes/language and uses communication equipment appropriately.

7 or S *Superior* – Consistently adheres to department communications policies. Has superior working knowledge of codes/language used during communications, and properly applies that knowledge as appropriate.

26. Radio: Listens and Comprehends

Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

1 or N/I *Unacceptable* – Repeatedly misses own call sign and is unaware of traffic in adjoining beats.

Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

4 or C *Acceptable* – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

7 or S *Superior* – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

27. Radio: Articulation of Transmissions

Evaluates the trainee's ability to communicate with others via the law enforcement radio.

1 or N/I *Unacceptable* – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly. Multiple complaints regarding the trainee's use of the radio.

4 or C *Acceptable* – Uses proper procedure with clear, concise, and complete transmissions. Few complaints regarding the trainee's use of the radio.

7 or S *Superior* – Transmits clearly, calmly, concisely, and completely, even in stressful situations. Transmissions are well thought out and do not have to be repeated. No complaints regarding the trainee's use of the radio.

28. Mobile Computer Terminal (MCT): Use/Comprehension/Articulation

Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MCT.

1 or N/I *Unacceptable* – Does not understand dispatch and/or message formats. Does not recognize messages addressed to their unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.

4 or C *Acceptable* – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status.

Readily recognizes officer safety issues involved in the disposition of calls. Types clear and brief messages. Adheres to FCC regulations and department policy.

7 or S *Superior* – Consistently recalls dispatch information without running summaries. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys, administrative messages, and BOLO file retrieval.

KNOWLEDGE

29. Department Policies and Procedures

Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

a) **Reflected by Verbal/Written/Simulated Testing:**

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

4 or C *Acceptable* – When tested, answers with at least 70% accuracy.

7 or S *Superior* – When tested, answers with 100% accuracy.

b) **Reflected in Field Performance:**

1 or N/I *Unacceptable* – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.

4 or C *Acceptable* – Familiar with most commonly applied department policies, regulations, procedures, and complies with same.

7 or S *Superior* – Has an excellent working knowledge of department policies, regulations, and procedures, including those less known and seldom used.

30. Criminal Statutes

Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Vehicle Code (VC), Welfare & Institution Code (WIC), Business & Professions Code (BPC), Health & Safety Code (HSC), and all city/county codes] and their ability to apply that knowledge to field situations.

a) **Reflected by Verbal/Written/Simulated Testing:**

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

4 or C *Acceptable* – When tested, answers with at least 70% accuracy.

7 or S *Superior* – When tested, answers with 100% accuracy.

b) **Reflected in Field Performance:**

1 or N/I *Unacceptable* – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.

4 or C *Acceptable* – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.

7 or S *Superior* – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser-known code sections in reference material.

31. Criminal Procedure

Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

a) **Reflected by Verbal/Written/Simulated Testing**

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

4 or C *Acceptable* – When tested, answers with at least 70% accuracy.

7 or S *Superior* – When tested, answers with 100% accuracy.

b) **Reflected in Field Performance**

1 or N/I *Unacceptable* – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.

4 or C *Acceptable* – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.

7 or S *Superior* – Follows required procedure in all cases, accurately applying the law relative to searching, seizing evidence, release of information, and effecting arrests.

AGENCY-SPECIFIC

32. [To Be Filled in by Agency]

This performance category allows the agency to add a behavior that is of particular importance to their organization. If used, the agency MUST provide the applicable SEG descriptions for each rating:

1 or N/I *Unacceptable* – [To be determined by agency.]

4 or C *Acceptable* – [To be determined by agency.]

7 or S *Superior* – [To be determined by agency.]

(SEGs adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department, and was further revised in 2011 and 2024 by POST staff.)

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APPENDIX 2
Daily Observation Report (DOR) and Narrative Evaluation

The DOR and Narrative Evaluation are key components of the FTP. In combination, these forms document the trainee's level of performance for each required category and clearly identify areas of competency, outstanding performance, or the need for remedial training.

NUMERIC AND NICS RATING SCALES

In order to effectively track the trainee's progress, the FTO uses the DOR to rate each observed behavior using one of two rating scales: **Numeric** or **NICS**. The Numeric Scale measures performance on a sliding scale between *1* and *7*. The NICS Scale uses three ratings: *NI–Needs Improvement, C–Competent, and S–Superior.* Each observed behavior is rated according to POST's Standardized Evaluation Guidelines (SEGs) as described in *Appendix 1* in the FTP Guide. Agencies decide which rating method best meets their particular needs.

A rating of "1" or "N/I" indicates the observed behavior is *Unacceptable* or *Needs Improvement*, a rating of "4" or "C" meets the **minimal** standard of *Acceptable* or *Competent*, and "7" or "S" indicates the trainee's performance is at a *Superior* level. The DOR also provides checkboxes if a behavior is not observed (N/O) or if the trainee is not responding to training (NRT). *The trainee, FTO, and FTO SAC are required to sign all DORs.*

NARRATIVE EVALUATION

Any ratings of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale **require** a DS to describe the event that resulted in either of those ratings. The FTO checks the DS box on the DOR and documents the event using the Narrative Evaluation form. *The trainee, FTO, and FTO SAC are required to sign all Narrative Evaluations.*

Both the DOR and Narrative Evaluation forms contain detailed instructions. They can be printed and filled in by hand or filled in electronically. The Narrative Evaluation form includes continuation pages for additional comments. *The trainee, FTO, and FTO SAC are required to initial all continuation pages.*

The following links will open the applicable files for the DOR and Narrative Evaluation form for either the Numeric or NICS rating scales:

DOR & Narrative Evaluation – Numeric Scale

DOR & Narrative Evaluation – NICS Scale

Intentionally blank

APPENDIX 3

Supervisor's Weekly Report (SWR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. REVIEW OF TRAINING

☐ I have reviewed this Trainee's Daily Observation Reports (DORs) for this evaluation period: Week of: _____ to: _____.

☐ I have also discussed their overall performance with Field Training Officer (FTO): _____.

Additional method(s) by which the trainee's performance was evaluated:

☐ End of Phase Meetings ☐ Citizen Contacts ☐ Other FTOs ☐ Conferences ☐ Field Visit

☐ Radio Traffic ☐ Report Review ☐ Ride-along ☐ Daily Briefing

☐ Other (explain): _____

PART B. TRAINEE'S PERFORMANCE: STRENGTHS / WEAKNESSES

☐ I have discussed the trainee's most significant **strengths** with them.

☐ I have discussed the trainee's most significant **weaknesses** with them.

PART C. REMEDIAL TRAINING (IF APPLICABLE)

☐ The following remedial training is required based on deficient performance *(see RT Assignment Worksheet):*

PART D. SUPERVISOR'S COMMENTS REGARDING PROGRESS TO DATE

☐ The trainee's progress to date is **ACCEPTABLE** based on the above evaluation.

☐ The trainee's progress to date is **NOT ACCEPTABLE** based on the above evaluation.

PART E. REQUIRED SIGNATURES

☐ I have reviewed/discussed this Weekly Report with the FT Supervisor (FT SAC) and understand the evaluation given.

Trainee Signature _____ Date _____

Print FTO SAC Name	Badge / ID	FTO SAC Signature	Date

Intentionally blank

APPENDIX 4

End of Phase Report (EPR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ START DATE _____ END DATE _____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

PART A. SIGNIFICANT STRENGTHS / WEAKNESSES *Use the following page for any additional comment(s).*

STRENGTHS:

1.

2.

3.

WEAKNESSES:

1.

2.

3.

PART B. ADDITIONAL TRAINING / REMEDIAL EFFORTS

PART C. ADDITIONAL COMMENTS (OPTIONAL)

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed this End of Phase Report with my Field Training Officer (FTO) and understand the evaluation given.

Trainee Signature _____ **Date** _____

Print FTO Name	Badge / ID	FTO Signature	Date
Print SAC Name	**Badge / ID**	**SAC Signature**	**Date**

☐ Additional page(s) attached

End of Phase Report (EPR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ START DATE _____ END DATE _____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

ADDITIONAL COMMENTS

Trainee Initials ____ FTO Initials ____ FT SAC Initials ____

APPENDIX 5
Daily Training Notes

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

Performance Area	Notes

Trainee Signature	Date	FTO Signature	Date

Daily Training Notes

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___ Page ___ of ___

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

Performance Area *cont*	**Notes** *cont*

Trainee Initials ☐ FTO Initials ☐

APPENDIX 6
Weekly Training Report (TPR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

- This Weekly Training Progress Report evaluates the trainee's performance during the week and identifies specific areas which are noteworthy.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

4 – BETTER THAN ACCEPTABLE: Performance exceeds agency's standard

3 – ACCEPTABLE: Performance meets agency's standard

2 – NEEDS IMPROVEMENT: Performance is progressing toward "acceptable" but does not yet meet agency's standard

1 – UNACCEPTABLE: Performance is not at an acceptable level

NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remedial training shows no improvement in performance

PART A. PERFORMANCE AREA	NRT	1	2	3	4
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐
The following areas are noteworthy *(see next page for additional comments):*					
1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Weekly Training Progress Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature _____ **Date** _____

Print FTO Name	Badge / ID	FTO Signature	Date
Print SAC Name	**Badge / ID**	**SAC Signature**	**Date**

☐ Additional page(s) attached

Weekly Training Report (TPR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level ***must*** be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ FTO Initials ☐ FT SAC Initials ☐

Weekly Training Report (TPR)

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___ Comments Page ___ of ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

CONTINUATION PAGE

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ FTO Initials ☐ FT SAC Initials ☐

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APPENDIX 7
Phase Evaluation Report

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

- This Phase Evaluation Report provides feedback to the trainee so that good performance continues and/or deficient performance improves.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

4 – BETTER THAN ACCEPTABLE: Performance exceeds agency's standard

3 – ACCEPTABLE: Performance meets agency's standard

2 – NEEDS IMPROVEMENT: Performance is progressing toward "acceptable" but does not yet meet agency's standard

1 – UNACCEPTABLE: Performance is not at an acceptable level

NRT – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remedial training shows no improvement in performance

PART A. PERFORMANCE AREA	NRT	1	2	3	4
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐
The following areas are noteworthy *(see next page for additional comments):*					
1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Phase Evaluation Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature _____ **Date** _____

Print FTO Name	Badge / ID	FTO Signature	Date
Print SAC Name	**Badge / ID**	**SAC Signature**	**Date**

☐ Additional page(s) attached

Phase Evaluation Report

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level ***must*** be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ FTO Initials ☐ FT SAC Initials ☐

Phase Evaluation Report

Rev. 10/2024

REPORT DATE _____ PHASE ___ WEEK___ Comments Page ___ of ___

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

CONTINUATION PAGE

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ FTO Initials ☐ FT SAC Initials ☐

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APPENDIX 8

Remedial Training Assignment Worksheet

Rev. 10/2024

REPORT DATE _____ PHASE ___ START DATE _____ END DATE _____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

PART A. PERFORMANCE DEFICIENCIES

Your FTO has identified one or more areas of deficient performance that require your immediate attention for improvement. You will be expected to fully complete this training assignment by this date: _____

Define the specific problem with example(s). Describe the training already conducted:

PART B. TRAINING ASSIGNMENT

Describe the specific assignment(s) given to the trainee to correct the above problem. The trainee will be expected to perform at a satisfactory level in identified area(s).

NOTE: Your FTO will describe the required assignment needed to improve your performance in terms of specific goals and objectives.
Example: Trainee will practice self-initiated car stops daily for 4 shifts, resulting in a minimum of 4 field interviews and 2 citations per shift.

☐ I have reviewed/discussed the above training assignment with my FTO and understand the specific goals and object.

Trainee Signature _____ **Date** _____

PART C. ASSIGNMENT COMPLETION

- Has the trainee completed this training assignment satisfactorily? ..... ☐ Yes ☐ No
- Is the trainee now performing at a competent level? ..... ☐ Yes ☐ No
- Has an additional assignment been given? ..... ☐ Yes ☐ No

NOTE: If the training plan was not completed satisfactorily, specific recommendations **must** be made regarding the trainee's continued substandard performance. Additional RT Assignment Worksheets should be generated outlining a follow-up training plan. **It is the responsibility of the *originating* FTO to ensure that RT assignment(s) are communicated to the trainee's next FTO so that follow-up can be monitored.**

Comments regarding completion of assignment:

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed all areas noted in this RT Assignment Worksheet and understand the evaluation given.

Trainee Signature	Date	FTO Signature	Date
Print FT SAC Name	**Badge/ID**	**FT SAC Signature**	**Date**

Intentionally blank

APPENDIX 9

Field Training Program Completion Record/ Competency Attestation

Rev. 10/2024

REPORT DATE _____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)	
1				From:	To:
2				From:	To:
3				From:	To:
4				From:	To:

PART B. TRAINEE ATTESTATION

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required..

Trainee Signature _____ Date 08/05/25_____

PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer/Deputy _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature _____ Date _____

Print FT SAC Name	Badge/ID	FT SAC Signature	Date

PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Print Agency Head Name	Badge/ID	Agency Head Signature	Date

Intentionally blank

APPENDIX 10

Field Training Officer (FTO) Critique Form

Rev. 10/2024

DATE _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART A. PURPOSE

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to continue to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your response to each item is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide the better we can determine each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content of the feedback (not your identity) will be relayed to the FTOs to assist with improving training methods.

PART B. FTO EVALUATION

1. The Field Training Program emphasizes two areas: Training **and** Evaluating Performance. Assign percentages (totaling 100%) to the amount of effort your FTO gave to each (e.g., Training–50%, Evaluating Performance–50% / Training–70%, Evaluating Performance–30%)

   TRAINING: _____% EVALUATING PERFORMANCE: _____%

On a scale of 1 to 5, rate the following:

2. Indicate how you perceived your FTO related to you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
I WAS JUST ONE OF A NUMBER OF RECRUITS		INTERACTION WAS ADEQUATE		I WAS RECOGNIZED AS AN INDIVIDUAL

3. What type of role model was the FTO for you?

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
NEVER	SELDOM	OFTEN	USUALLY	ALWAYS

5. Rate the FTO's knowledge of the training material covered:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

6. Describe the FTO's skill as a trainer and their training methods, such as handouts, visual aids, scenarios, role-play, etc.:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

7. Rate the FTO's ability to communicate with you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in evaluating you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

Field Training Officer (FTO) Critique Form

Rev. 10/2024

DATE _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART B. FTO EVALUATION *continued*

9. Describe the FTO's method of critiquing your performance (verbally or in writing):

☐ 1 TOO NEGATIVE / TOO CRITICAL / UNFAIR ☐ 2 ☐ 3 SATISFACTORY / FAIR ☐ 4 ☐ 5 VERY POSITIVE / ENCOURAGING

10. Did the FTO work with you on areas they identified as deficient or where improvement was needed?

☐ 1 NEVER ☐ 2 SELDOM ☐ 3 OFTEN ☐ 4 USUALLY ☐ 5 ALWAYS

11. List the area(s) you consider to be the FTO's greatest strengths (e.g., training skills, officer safety, codes and laws, report writing, etc::

12. List the area(s) in which you feel the FTO needs improvement.:

13. Were there any conflicts or inconsistencies with the FTO's training and your academy training? ☐ YES ☐ NO
If YES, explain:

14. Did you experience any discrepancies between the FTOs? ☐ YES ☐ NO
If YES, explain:

15. Please list any additional comments or suggestions here:

APPENDIX 11

Field Training Program (FTP) Critique Form

Rev. 10/2024

DATE _____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

PART A. PURPOSE

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated.

Supervisor (FTP SAC)

Return the completed and signed evaluation to the FTP SAC

PART B. FTP evaluation

☐ Y ☐ N

1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?
Please comment:

☐ Y ☐ N

2. Was the length of the program adequate?
Please comment:

☐ Y ☐ N

3. Do you feel that the program training you received was meaningful in relation to the job you are now doing?
Please comment:

☐ Y ☐ N

4. Were there any areas of training you felt were ignored, or which should have been included or extended?
f YES, which area(s):

☐ Y ☐ N

5. Was the instruction and training provided by the FTOs generally consistent with one another?
Please comment:

☐ Y ☐ N

6. Do you feel the documented evaluations in the program (DORs, Supervisor Weekly Reports, etc.) were beneficial for your development as a police officer?
Please comment:

Field Training Program (FTP) Critique Form

Rev. 10/2024

DATE _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART B. FTP evaluation

☐ Y ☐ N

7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?
Please comment:

☐ Y ☐ N

8. Do you feel there was sufficient time available for community-oriented projects or specialized beat activities?
Please comment:

☐ Y ☐ N

9. Upon completion of the Field Training Program, do you feel you are now proficient in each of the following areas?

A. Agency Orientation/Department Policie ..... ☐ Y ☐ N
B. Patrol Vehicle Operations ..... ☐ Y ☐ N
C. Officer Safety ..... ☐ Y ☐ N
D. Report Writing ..... ☐ Y ☐ N
E. Codes and Law ..... ☐ Y ☐ N
F. Patrol Procedures ..... ☐ Y ☐ N
G. Handcuffing and Searching Techniques ..... ☐ Y ☐ N
H. Use of Force ..... ☐ Y ☐ N
I. Traffic (including DUI and Accident Investigation) ..... ☐ Y ☐ N
J. Search and Seizure ..... ☐ Y ☐ N
K. Radio Communication ..... ☐ Y ☐ N
L. Investigations and Evidence ..... ☐ Y ☐ N
M. Strategic Communication/Conflict Resolution ..... ☐ Y ☐ N
N. COPPS/POP ..... ☐ Y ☐ N
O. Courtroom Procedures ..... ☐ Y ☐ N

☐ Y ☐ N

10. Are there any changes that need to be made to improve the program?
Please comment:

☐ Y ☐ N

11. Use the space below to add anything that may not have been covered above.

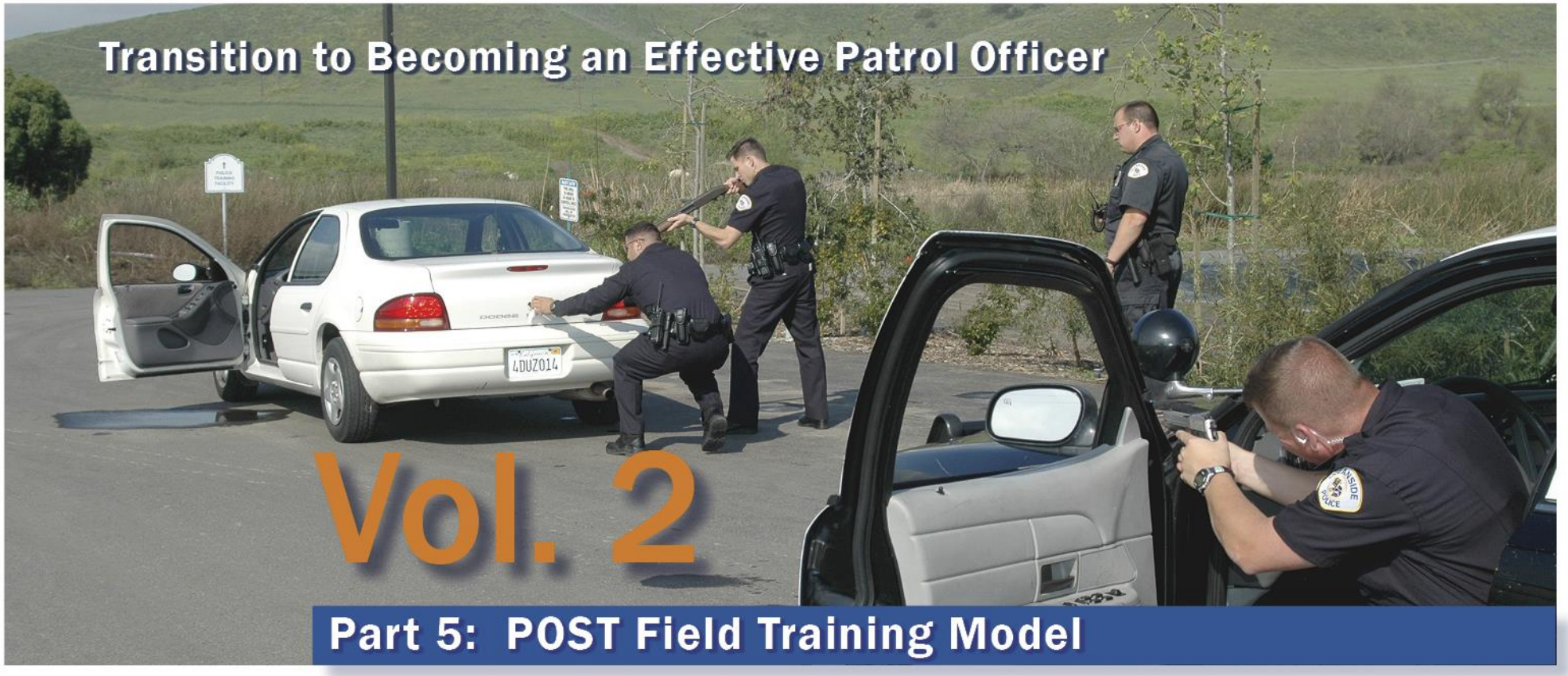
GLOSSARY

BEHAVIOR/PERFORMANCE ANCHORED RATINGS	An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines (*SEGs*).
COMPETENCY	Demonstration of the knowledge, skills, abilities, attitudes, and behaviors to safely and effectively perform the duties of a solo patrol officer.
DAILY OBSERVATION REPORT (*DOR*)	The report and narrative evaluation form completed by the Field Training Officer (FTO), using either the numeric or NICS rating scale, to record the trainee's performance for each workday.
DEPARTMENT	The local law enforcement agency providing the Field Training Program to the officer/deputy trainee.
END OF PHASE REPORT (*EPR*)	The form completed by the Field Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.
FEEDBACK	Verbal or written response to the trainee performance provided to the trainee from the field training staff.
FIELD TRAINING OFFICER (FTO)	An experienced officer assigned the responsibility of training and evaluating the trainees during the Field Training Program who meets the minimum standards set forth in Commission regulations and who has completed a POST-Certified FTO course.
LEARNING ACTIVITY	An activity designed to achieve or facilitate one or more training goals. When participating in a learning activity, the trainees should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.
LEARNING DOMAIN	An instructional unit that covers related subject matter from the *Regular Basic Course* (Academy).
NICS RATING SCALE	The NICS rating scale measures performance using the following scale: NI–Needs Improvement, C–Competent, and S–Superior.
NUMERIC RATING SCALE	The numeric rating scale measures performance using a sliding scale between 1 and 7.
PERFORMANCE OBJECTIVE	Portions of the program in which the trainee demonstrates they can acceptably do the task/goal set before them.
REMEDIAL TRAINING.	A period of time in which the trainer provides specific instruction to reinforce the required concept, skill, or competency after a trainee's job performance has been evaluated as less than acceptable
STANDARDIZED EVALUATION GUIDELINES (SEGS)	*SEGs* are categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report (DOR).
SUPERVISOR'S WEEKLY REPORT (SWR)	The *SWR form* is completed by a Field Training Supervisor/Administrator/Coordinator (FT SAC). The form addresses the trainee's progress and performance for each week.
TEST	An evaluation of the trainee's skills, knowledge, and/or ability to perform a specific task or training goal. The trainee's competency must be demonstrated or tested minimally through one of the following types of tests: a) **Department-Constructed Tests** – A department-constructed written or verbal test that measures the knowledge required to achieve one or more training goals. b) **Scenario Tests** – A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals. c) **Field Performance Tests** – Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.
TOPIC	A word or phrase that succinctly describes subject matter associated with a training goal.
TRAINEE	Officer or deputy assigned to an approved Field Training Program under the direct and immediate supervision of a qualified Field Training Officer.
TRAINING GOAL	The result that training is supposed to produce.

CAMPBELL POLICE DEPARTMENT

FTP
Field Training Program Guide

Last Updated May 2025



PART 5

POST Field Training Model

WHEN COMBINED with a valid trainee evaluation program, this field training program, properly administered and supervised, can and should be one of the most important phases of basic training for law enforcement officers.

POST field training regulations and this sample model provide the foundation for field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served.

It is recommended that both trainee and FTO sign off on each area of instruction as the trainee progresses through each training phase. Each topical area coincides with the **Field Training Approval Checklist** (POST Form 2-230).

The following pages include a complete table of contents for the entire program model. Each section (1 through 17) identifies the ***minimum*** competency requirements and provides a suggested format to document the trainee's performance and progress.

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SECTION 1

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1.2 Agency Orientation
1.3 Community Orientation/Geographic Locations
1.4 Support Services
List of Subtopics
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Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

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1.2.02 Agency Directives, Rules, and Regulations
1.2.03 General Orders
1.2.04 Work Area
1.2.05 Authorized Equipment
1.2.06 Unauthorized Equipment
1.2.07 Uniforms/Equipment Damage
1.2.08 Procurement and Use

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities
1.3.02 Problem Areas
1.3.03 Roadways
1.3.04 Agency Jurisdiction

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments
1.4.02 Special Teams/Units

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Firearms Policy, CPD Patrol Rifles Policy

1.1.01 Part B - Agency Training Details *(field will expand automatically)*

1.1.02 Arrest and Control Techniques

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Handcuffing and Restraint Policy
CPD Control Devices and Techniques Policy
CPD Conducted Energy Device Policy

1.1.02 Part B - Agency Training Details *(field will expand automatically)*

1.1.03 Impact Weapons Qualification

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Control Devices and Techniques Policy

1.1.03 Part B - Agency Training Details *(field will expand automatically)*

1.2 AGENCY ORIENTATION

1.2.01 Overview

The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Organizational Structure and Responsibility Policy

1.2.01 Part B - Agency Training Details *(field will expand automatically)*

CPOA Memorandum of Understanding
City of Campbell Rules and Regulations

1.2.02 Agency Directives, Rules, and Regulations

The trainee shall discuss the agency's directives, rules and regulations, including:

A. Standard of conduct on and off duty (values, ethics, principles)
B. Rules governing outside employment
C. Regulations on carrying weapons off-duty
D. Hours of all shifts and absence reporting requirements
E. Interaction with associated law enforcement agencies
F. New media release laws, rules and regulations
G. Security of agency facilities
H. Any additional agency specific directives, rules and regulations

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Standards of Conduct Policy, CPD Off-Duty Law Enforcement Actions, CPD Outside Employment Policy, CPD Employee Speech, Expression, and Social Networking Policy, CPD Media Relations Policy, CPD Training Procedures Policy, CPD Sick Leave Policy, CPD Outside Agency Assistance Policy, CPD Firearms Policy

1.2.02 Part B - Agency Training Details *(field will expand automatically)*

CPOA Memorandum of Understanding
City of Campbell Rules and Regulations

1.2.03 General Orders

The trainee shall review and explain department general orders related to:

A. Use of Force
B. Use and Discharge of Firearms
C. Domestic Violence
D. Emergency Vehicle Operations
E. Use of Less-lethal Weapons
F. Protective Orders
G. Hate Crimes
H. Child Abuse Investigations
I. Any additional agency-specific directives, rules, and regulations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD General Operations Policy

1.2.03 Part B - Agency Training Details *(field will expand automatically)*

Santa Clara County Protocols

1.2.04 Work Area

The trainee shall be oriented to the work area, including:

A. Introduction to personnel

B. Equipment and supply locations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.2.04 Part B - Agency Training Details *(field will expand automatically)*

1.2.05 Authorized Equipment

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:

A. Authorized personal equipment

B. Safety equipment

C. Agency equipment

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Equipment Policy

1.2.05 Part B - Agency Training Details *(field will expand automatically)*

1.2.06 Unauthorized Equipment

The trainee shall review and explain what constitutes unauthorized equipment.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Equipment Policy
CPD Uniform Regulations Policy

1.2.06 Part B - Agency Training Details *(field will expand automatically)*

1.2.07 Uniforms/Equipment Damage

The trainee shall review and explain agency policy on uniforms and equipment damage.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Equipment Policy
CPD Uniform Regulations Policy

1.2.07 Part B - Agency Training Details *(field will expand automatically)*

1.2.08 Procurement and Use

The trainee shall demonstrate the procedures for obtaining and using the following items:

A. Vehicle
B. Hand-held radio
C. Firearms/weapons
D. Flares
E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
F. Report forms

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.2.08 Part B - Agency Training Details *(field will expand automatically)*

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency's jurisdiction:

A. Hospitals
B. Firehouses
C. Schools
D. Community service organizations
E. Park and recreation areas

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.01 Part B - Agency Training Details *(field will expand automatically)*

1.3.02 Problem Areas

The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

A. Bars and taverns, nightclubs, etc.
B. Local "hang outs" and/or "hot spots"
C. Known gang territories
D. Areas known for drug and prostitution activity

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.02 Part B - Agency Training Details *(field will expand automatically)*

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries
B. "Through streets"
C. Dead-end streets
D. Freeways
E. Fire trails or other special access routes

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.03 Part B - Agency Training Details *(field will expand automatically)*

1.3.04 Agency Jurisdiction

The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.04 Part B - Agency Training Details *(field will expand automatically)*

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments

A. City Hall or County Administration Building
B. County/City Jail(s)
C. District Attorney's Office
D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)
E. Health Department and/or Coroner's Office
F. Juvenile Hall
G. Municipal, Superior, and Juvenile Courts
H. Probation Department
I. Welfare Department
J. State and Federal law enforcement agencies:
   1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
   2. Bureau of Narcotic Enforcement (BNE)
   3. California Highway Patrol (CHP)
   4. Department of Motor Vehicles (DMV)
   5. Federal Bureau of Investigations (FBI)
   6. Immigration and Naturalization Service (INS)
   7. Military Police
   8. Postal Inspectors
   9. Railroad Police
   10. Secret Service
   11. US Marshall Service
K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.4.01 Part B - Agency Training Details *(field will expand automatically)*

1.4.02 Special Teams/Units

The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT
B. K-9
C. Search and Rescue
D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Canines Policy, CPD Response to Bomb Calls, CPD Mental Illness Commitments

1.4.02 Part B - Agency Training Details *(field will expand automatically)*

Santa Clara County Protocols

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   - Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   - For each subsection, complete Parts A and B.
     - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
     - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 2

Officer Safety Procedures

2.1 – 2.3 COMPETENCY REQUIREMENTS

Contents

2.1 Contact and Cover
2.2 Body Armor
2.3 Officer Survival
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities
2.1.02 Cover Officer Tactics and Responsibilities
2.1.03 Roles During and After Pursuits and Stops
2.1.04 Contact/Cover Officer Positions

2.2 BODY ARMOR

2.2.01 Protective Body Armor

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

SECTION 2 OFFICER SAFETY PROCEDURES

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.

A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)
B. Documenting incident information (reports, field interviews (FIs), etc.)
C. Performing pat down and custody search of suspect(s)
D. Issuing all citations
E. Recovering evidence and contraband
F. Handling routine radio communications
G. Relaying pertinent information to cover officer and medical personnel

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy
CPD Report Preparation Policy
CPD Cite and Release Policy

2.1.01 Part B - Agency Training Details *(field will expand automatically)*

2.1.02 Cover Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

A. Approach
B. Cover positions with vehicles(s)/person(s)
C. Position of advantage
D. What to watch for:
   1. Hands in pockets or otherwise concealed
   2. Weapons or contraband
   3. Hostility or anger
   4. Approach of other persons or vehicles
   5. Symptoms of intoxication or illness
   6. Potential reactions and escape
E. Communications with contact officer (hand signals, other verbal and nonverbal signals)
F. Provide assistance, if needed, during arrest
G. Provide assistance as directed by contact officer

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

2.1.02 Part B - Agency Training Details *(field will expand automatically)*

2.1.03 Roles During and After Pursuits and Stops

The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

A. Radio responsibilities
B. Firearms/weapons systems
C. Position to assume after the vehicle or person is stopped
D. Officer to officer communication

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Vehicle Pursuits Policy
CPD Foot Pursuits Policy

2.1.03 Part B - Agency Training Details *(field will expand automatically)*

2.1.04 Contact/Cover Officer Positions

The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

A. Calls for Service
B. "In-progress" calls
C. Pedestrian stops
D. Traffic stops
E. High-speed pursuit, felony stops, and/or foot chases

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Vehicle Pursuits Policy
CPD Foot Pursuits Policy

2.1.04 Part B - Agency Training Details *(field will expand automatically)*

2.2 BODY ARMOR

2.2.01 Protective Body Armor

The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:

A. Wearing versus not wearing
B. Types of body armor
C. Level of protection against firearms
D. Level of protection against knives and other penetrating weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Body Armor Policy

2.2.01 Part B - Agency Training Details *(field will expand automatically)*

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

A. Concept of tactical retreat
   1. Pre-planning (mental scenarios)
   2. Reduction of unnecessary risks (stress management, "keeping cool")

B. Mental conditioning
   1. Will to live
   2. Continue to fight, regardless of odds
   3. Mental alertness
   4. Self-confidence

C. Physical conditioning
   1. Agency policy on physical fitness and officer standards
   2. Role of good health and nutrition

D. Weapon retention

E. Employee Assistance Program
   1. Counseling through Human Resources and/or contracted professionals
   2. Critical incident stress debriefings
   3. Law Enforcement Chaplains

F. Peer Counseling

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Fitness for Duty Policy
CPD Wellness Program Policy
CPD Drug and Alcohol-Free Workplace Policy

2.3.01 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X_____ Print Full Name: _____

Trainee: X_____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections5. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 3

Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

Contents

3.1 Ethical Standards
3.2 Agency Orientation
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

3.1 ETHICAL STANDARDS

- 3.1.01 Ethical Decision Making
- 3.1.02 Accepting Responsibility
- 3.1.03 Ethical Conduct
- 3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
- 3.1.05 Handling Unethical or Criminal Conduct by Other Officers
- 3.1.06 Problems Associated with Unethical Decision Making
- 3.1.07 General Orders

3.2 DECISION MAKING

- 3.2.01 Limitations of Authority
- 3.2.02 Consequences of Inappropriate Discretionary Decisions
- 3.2.03 Demonstrating Decision Making

SECTION 3 ETHICS

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making

The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy
CPD Oath of Office Policy
CPD Organizational Structure and Responsibility Policy

3.1.01 Part B - Agency Training Details *(field will expand automatically)*

Law Enforcement Code of Ethics
CPD Mission Statement

3.1.02 Accepting Responsibility

The trainee shall demonstrate the ability to accept responsibility for his/her actions.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Discriminatory Harassment Policy
CPD Standards of Conduct Policy
CPD Bias-Based Policing Policy

3.1.02 Part B - Agency Training Details *(field will expand automatically)*

3.1.03 Ethical Conduct

The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.

C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)

D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.

F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Discriminatory Harassment Policy
CPD Standards of Conduct Policy
CPD Bias-Based Policing Policy

3.1.03 Part B - Agency Training Details *(field will expand automatically)*

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

3.1.04 Part B - Agency Training Details *(field will expand automatically)*

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Discriminatory Harassment Policy
CPD Anti-Retaliation Policy
CPD Personnel Complaints Policy

3.1.05 Part B - Agency Training Details *(field will expand automatically)*

3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

A. Non-enforcement of specific laws by personal choice
B. Disproportionate enforcement targeting specific groups by personal choice
C. Acceptance of gratuities
D. Misuse of sick time, etc.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Standards of Conduct Policy
CPD Sick Leave Policy
CPD Bias-Based Policing Policy

3.1.06 Part B - Agency Training Details *(field will expand automatically)*

3.1.07 General Orders

The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Departmental Directive Policy
CPD Standards of Conduct Policy

3.1.07 Part B - Agency Training Details *(field will expand automatically)*

City of Campbell Rules and Regulations

3.2 DECISION MAKING

3.2.01 Limitations of Authority

The trainee shall explain the most common limitations of their discretionary authority to include:

A. Law
B. Department policy and procedure
C. Department goals and objectives
D. Community expectations
E. Officer safety

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy
CPD Off-Duty Law Enforcement Actions Policy
CPD Patrol Function Policy
CPD Bias-Based Policing Policy

3.2.01 Part B - Agency Training Details *(field will expand automatically)*

3.2.02 Consequences of Inappropriate Discretionary Decisions

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

A. Death or injury
B. Additional crime
C. Civil and vicarious liability
D. Discipline
E. Embarrassment to department
F. Relationship with the community

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Standards of Conduct Policy

3.2.02 Part B - Agency Training Details *(field will expand automatically)*

3.2.03 Demonstrating Decision Making

Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

A. Arrest
B. Cite and release
C. Give a referral
D. Give verbal warning
E. Take no action

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy
CPD Off-Duty Law Enforcement Actions Policy
CPD Patrol Function Policy
CPD Bias-Based Policing Policy

3.2.03 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 3: Ethics

ATTESTATION FOR SECTION 3

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

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See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 4

Use of Force

4.1 – 4.2 COMPETENCY REQUIREMENTS

Contents

4.1 Legal and Ethical Issues
4.2 Force Options
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations
4.1.02 Agency Policy and Liability
4.1.03 Ethical Conduct

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

SECTION 4 USE OF FORCE

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and "reasonable force."

Reference(s): Penal Code 835, 835a, 843, 198

Case # *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

4.1.01 Part B - Agency Training Details *(field will expand automatically)*

4.1.02 Agency Policy and Liability

The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

4.1.02 Part B - Agency Training Details *(field will expand automatically)*

4.1.03 Justification of Deadly Force

The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

4.1.03 Part B - Agency Training Details *(field will expand automatically)*

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

The trainee shall explain what is meant by 'force options' and provide examples of each that would fall within legal and moral limits, to minimally include:

A. Nonverbal/police presence

B. Verbal (tactical communication)

C. Physical (weaponless)

D. Less lethal weapons, including:

1. Chemical Agents
   a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
2. Impact Weapons
   b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
   c. The trainee shall identify the areas of the body recognized as baton/impact weapon "target" areas.
   d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
3. Additional Less-Lethal Weapons
   e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)

E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

1. Type of crime and suspects(s) involved
2. Threat to the lives of innocent persons
3. Laws and agency policies
4. Officer's present capabilities

F. Capabilities of officer's weapon

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.2.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Control Devices and Techniques Policy
CPD Firearms Policy
CPD Conducted Energy Device Policy

4.2.01 **Part B - Agency Training Details** *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 4: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 5

Patrol Vehicle Operations

5.1 – 5.6 COMPETENCY REQUIREMENTS

Contents

5.1	Patrol Vehicle Inspections	List of Subtopics
5.2	Patrol Vehicle Operation Safety	Attestation
5.3	SAFE Driving	Instructions to Administrators
5.4	Use of Seatbelts	Instructions to FTOs
5.5	Emergency Vehicle Operations/Pursuits	
5.6	Vehicle Operation Liability	

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (2-229 Form)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

5.1 PATROL VEHICLE INSPECTION

- 5.1.01 Purposes of Vehicle Inspections
- 5.1.02 Vehicle Components
- 5.1.03 Requests for Vehicle Service
- 5.1.04 Vehicle Maintenance
- 5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY

- 5.2.01 Approved Driving Techniques
- 5.2.02 Stopping Distance
- 5.2.03 Defensive Driving
- 5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

- 5.3.01 Applying SAFE Driving Techniques
- 5.3.02 Ongoing Driving Instruction/Training
- 5.3.03 Potential Risks Related to Inappropriate Driving
- 5.3.04 Driver Fatigue
- 5.3.05 Driving Safely

5.4 USE OF SEATBELTS

- 5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY

- 5.5.01 Agency Policy
- 5.5.02 Driver Tactics
- 5.5.03 Continuing vs. Terminating Pursuits
- 5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY

- 5.6.01 “Rules of the Road”
- 5.6.02 Vehicle Code Exemptions
- 5.6.03 Exemption Requirements
- 5.5.04 Liability for Death, Injury or Property Damage

SECTION 5 PATROL VEHICLE OPERATIONS

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

5.1 PATROL VEHICLE INSPECTIONS

5.1.01 Purposes of Vehicle Inspections

The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

A. Prevention of accidents
B. Promotion of operational efficiency
C. Reduction of maintenance and repair costs
D. Location of contraband, evidence, or property

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Maintenance Policy

5.1.01 Part B - Agency Training Details *(field will expand automatically)*

5.1.02 Vehicle Components

The trainee shall describe the location and use of the following:

A. Rear door locks
B. Trunk and hood release
C. Firearms/weapon release systems
D. Emergency lights and siren switches
E. Flares
F. First-aid equipment
G. Radio
H. Spare tire
I. Spare tire release
J. Jack and handle
K. Engine fluid compartments and dip sticks

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Maintenance Policy

5.1.02 Part B - Agency Training Details *(field will expand automatically)*

5.1.03 Requests for Vehicle Service

The trainee shall explain agency policy regarding requests for vehicle service in the field.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Maintenance Policy

5.1.03 Part B - Agency Training Details *(field will expand automatically)*

5.1.04 Vehicle Maintenance

The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include:

A. The procedure for regular maintenance and service of patrol vehicles
B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle
C. Completion of proper forms/documentation

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Maintenance Policy
CPD Vehicle Use Policy

5.1.04 Part B - Agency Training Details *(field will expand automatically)*

5.1.05 Pre-Shift Inspection

The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:

A. Visual check of vehicle exterior for damage
B. Tires for wear and proper inflation
C. Inspection of the trunk for the spare tire and required equipment
D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)
E. Inspection of the firearms/weapons release systems
F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

5.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Use Policy

5.1.05 Part B - Agency Training Details *(field will expand automatically)*

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques

The trainee shall review and explain agency policy on approved driving techniques, including:

A. Backing
B. Parking
C. Right-of-way violations
D. Passing
E. Excessive speed

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Use Policy

5.1.01 Part B - Agency Training Details *(field will expand automatically)*

City of Campbell Rules and Regulations

5.2.02 Stopping Distance

The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

A. Driver condition
B. Vehicle condition
C. Environmental conditions, including road surfaces
D. Vehicle speeds
E. Reaction time and distance
F. Braking distance
G. Knowledge of anti-lock braking system

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.2.02 Part B - Agency Training Details *(field will expand automatically)*

5.2.03 Defensive Driving

The trainee shall identify the components of defensive driving, including:

A. Driver attitude
B. Driver skill
C. Vehicle capability
D. Seat belt usage

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.2.03 Part B - Agency Training Details *(field will expand automatically)*

5.2.04 Driver Attitude

The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

A. Overconfidence
B. Impatience
C. "Road rage"
D. Self righteousness

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.2.04 Part B - Agency Training Details *(field will expand automatically)*

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

A. "Situation-Appropriate" – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:
   1. Routine patrol vs. "Code 3" driving
   2. School zone vs. rural highway driving
   3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
   4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions

B. The trainee will understand that the "appropriateness" of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations.

C. "Focused" – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.

D. "Educated" – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.3.01 Part B - Agency Training Details *(field will expand automatically)*

5.3.02 Ongoing Driving Instruction/Training

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training

B. Speeds officers are expected to encounter in routine and emergency driving

C. Night driving

D. Use of interference vehicle(s) to simulate actual roadway conditions

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.3.02 Part B - Agency Training Details *(field will expand automatically)*

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Seat Belts Policy

5.3.03 Part B - Agency Training Details *(field will expand automatically)*

City of Campbell Rules and Regulations

5.3.04 Driver Fatigue

The trainee shall discuss the effects of driver fatigue, including:

A. Lower visual efficiency
B. Slower reaction time
C. Reduced attentiveness
D. Memory lapses
E. Lack of awareness
F. Mood changes
G. Reduced judgment ability
H. Risk of falling asleep at the wheel

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.3.04 Part B - Agency Training Details *(field will expand automatically)*

5.3.05 Driving Safely

The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Seat Belts Policy
CPD Mobile Data Computer Use Policy

5.3.05 Part B - Agency Training Details *(field will expand automatically)*

5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash.

Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.

The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Seat Belts Policy

5.4.01 Part B - Agency Training Details *(field will expand automatically)*

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUITS

5.5.01 Agency Policy

The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy
CPD Officer Response to Calls Policy

5.5.01 Part B - Agency Training Details *(field will expand automatically)*

5.5.02 Driver Tactics

The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:

A. Slowing for intersections
B. Careful observation at cross streets
C. Caution when passing other vehicles
D. Constant alertness for any unforeseen hazards
E. Using a well planned route of travel in emergency response situations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy
CPD Officer Response to Calls Policy

5.5.02 Part B - Agency Training Details *(field will expand automatically)*

5.5.03 Continuing vs. Terminating Pursuits

The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:

A. Amount of other traffic (vehicular and pedestrian)
B. Road hazards and road conditions
C. Environmental conditions
D. Capability and condition of patrol vehicle and driver
E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property
F. Whether vehicle or driver can be identified

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy

5.5.03 Part B - Agency Training Details *(field will expand automatically)*

5.5.04 Handling Emergency Response or Pursuit

Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy
CPD Officer Response to Calls Policy

5.5.04 Part B - Agency Training Details *(field will expand automatically)*

5.6 VEHICLE OPERATION LIABILITY

5.6.01 "Rules of the Road"

The trainee shall discuss how an officer operating a patrol vehicle under non-emergency conditions is subject to the same "rule of the road" as any other driver.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Officer Response to Calls Policy

5.6.01 Part B - Agency Training Details *(field will expand automatically)*

5.6.02 Vehicle Code Exemptions

The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

A. Responding to an emergency call
B. Engaged in a rescue operation
C. In pursuit of a violator
D. Responding to a fire alarm

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy
CPD Officer Response to Calls Policy

5.6.02 Part B - Agency Training Details *(field will expand automatically)*

5.6.03 Exemption Requirements

The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Officer Response to Calls Policy

5.6.03 Part B - Agency Training Details *(field will expand automatically)*

5.6.04 Liability for Death, Injury or Property Damage

The trainee shall explain the conditions under which he/she and/or their agency may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

A. Failure to drive with due regard for the safety of all persons

B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7

C. A negligent or wrongful act or omission by an employee of a public entity.

D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

5.6.04 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 5: Patrol Vehicle Operations

ATTESTATION FOR SECTION 5

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      Part A: Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      Part B: Enter your agency's training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 6

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

Contents

6.1 Community Relations and Service
6.2 Professional Demeanor and Communications
6.3 Cultural Diversity
6.4 Racial Profiling
6.5 Crime Prevention
6.6 COP/POP
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities
6.1.02 Community Service

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

6.2.01 Professional Principles
6.2.02 Citizen Evaluations
6.2.03 Inappropriate Verbal Language/Communication
6.2.04 Inappropriate Nonverbal Language/Communication
6.2.05 Explaining Actions to Citizens
6.2.06 Phone Communication
6.2.07 Other Forms of Communication

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures
6.3.02 Cultural Motivations and Biases
6.3.03 Increasing Trust within Communities

6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging
6.4.02 Profiling Behavior
6.4.03 Constitutional Amendments
6.4.04 Community History
6.4.05 Agency Policy
6.4.06 Focusing on Behavior

6.5 CRIME PREVENTION

6.5.01 Citizen Support
6.5.02 Forms of Crime Prevention

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

6.6.01 Community/Problem Oriented Policing and Community Priorities
6.6.02 The Crime Triangle
6.6.03 Working with the Community to Solve Problems
6.5.04 Leadership in Community-Developed Problem Solving
6.5.05 Problem-Solving Model

SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities

The trainee shall explain the agency's responsibilities to community service.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Community Relations Policy

6.1.01 Part B - Agency Training Details *(field will expand automatically)*

6.1.02 Community Service

The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:

A. To protect life and property
B. To maintain order
C. Crime prevention
D. Public education
E. Delivery of service
F. Enforcement of laws
G. Community partnerships, such as:
H. Community Oriented Policing Services (COPS)
I. Police Athletic League/Police Activities League (PAL)
J. Drug Abuse Resistance Education (DARE)
K. Any other agency-approved programs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Patrol Function Policy

6.1.02 Part B - Agency Training Details *(field will expand automatically)*

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

6.2.01 Professional Principles

The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.01 Part B - Agency Training Details *(field will expand automatically)*

6.2.02 Citizen Evaluations

The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

6.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.02 Part B - Agency Training Details *(field will expand automatically)*

6.2.03 Inappropriate Verbal Language/Communication

The trainee shall identify verbal factors which could contribute to a negative response from the public, including:

A. Profanity
B. Derogatory remarks
C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Employee Speech, Expression, and Social networking Policy
CPD Standards of Conduct Policy

6.2.03 Part B - Agency Training Details *(field will expand automatically)*

6.2.04 Inappropriate Nonverbal Language/Communication

The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including:

A. Officious and disrespectful attitude
B. Improper use of body language
C. Improper cultural response

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.04 Part B - Agency Training Details *(field will expand automatically)*

6.2.05 Explaining Actions to Citizens

The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.05 Part B - Agency Training Details *(field will expand automatically)*

6.2.06 Phone Communication

The trainee shall conduct phone conversations in a professional manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.06 Part B - Agency Training Details *(field will expand automatically)*

6.2.07 Other Forms of Communication

The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through:

A. Community contacts
B. Business contacts
C. Community involvement
D. Positive role modeling
E. Mentoring

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.07 Part B - Agency Training Details *(field will expand automatically)*

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures

The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.3.01 Part B - Agency Training Details *(field will expand automatically)*

6.3.02 Cultural Motivations and Biases

The trainee shall identify cultural motivations and biases that may affect professional ethics.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bias-Based Policing Policy

6.3.02 Part B - Agency Training Details *(field will expand automatically)*

6.3.03 Increasing Trust within Communities

The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.3.03 Part B - Agency Training Details *(field will expand automatically)*

6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging

The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling… is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." The trainee shall recognize that racial profiling:

A. Is prohibited by law
B. "Presents a great danger to the fundamental principles of a democratic society"
C. "Is abhorrent and cannot be tolerated"
D. Causes community distrust and harms police relations with the community
E. May have legal consequences

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bias-Based Policing Policy

6.4.01 Part B - Agency Training Details *(field will expand automatically)*

6.4.02 Profiling Behavior

The trainee shall explain why effective police work profiles a person's behavior and not a person's race.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

6.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bias-Based Policing Policy

6.4.02 Part B - Agency Training Details *(field will expand automatically)*

6.4.03 Constitutional Amendments

The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

6.4.03 Part B - Agency Training Details *(field will expand automatically)*

6.4.04 Community History

The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.4.04 Part B - Agency Training Details *(field will expand automatically)*

6.4.05 Agency Policy

The trainee shall review and be able to summarize the agency's policy regarding racial profiling.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bias-Based Policing Policy

6.4.05 Part B - Agency Training Details *(field will expand automatically)*

6.4.06 Focusing on Behavior

The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bias-Based Policing Policy

6.4.06 Part B - Agency Training Details *(field will expand automatically)*

6.5 CRIME PREVENTION

6.5.01 Citizen Support

The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.5.01 Part B - Agency Training Details *(field will expand automatically)*

6.5.02 Forms of Crime Prevention

The trainee shall give examples of general forms of crime prevention, including:

A. Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)
B. Control of conditions (lighting, access, and architecture)
C. Public awareness
D. Property identification (marking, engraving, etc.)
E. Neighborhood watch programs

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.5.02 Part B - Agency Training Details *(field will expand automatically)*

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

6.6.01 Community/Problem Oriented Policing and Community Priorities

The trainee shall review and explain the agency's concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Community Relations Policy

6.6.01 Part B - Agency Training Details *(field will expand automatically)*

6.6.02 The Crime Triangle

The trainee shall explain the crime triangle (offender, victim, and location).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.02 Part B - Agency Training Details *(field will expand automatically)*

6.6.03 Working with the Community to Solve Problems

The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Community Relations Policy

6.6.03 Part B - Agency Training Details *(field will expand automatically)*

6.6.04 Leadership in Community-Developed Problem Solving

The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.04 Part B - Agency Training Details *(field will expand automatically)*

6.6.05 Problem-Solving Model

The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

A. Learn the service needs and demands in their patrol area
B. Devise ways to manage information gathered from various community sources
C. Learn how to identify crime and disorder problems, and distinguish them from incidents
D. Develop plans with citizens to address crime and disorder problems
E. Work with citizens to assess the results of their efforts

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.05 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 6: Community Relations/Professional Demeanor

ATTESTATION FOR SECTION 6

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. E Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      Part A: Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      Part B: Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 7

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents

7.1 Radio Communication
7.2 Information Systems/Telecommunications
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications
7.1.02 Memorizing Codes
7.1.03 Radio Procedures and Use
7.1.04 Crime Broadcast
7.1.05 Vehicle Pursuit Transmission
7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

7.2.01 Examples of Inquiries
7.2.02 Law Enforcement Information Systems
7.2.03 System Inquiries to Complete an Investigation
7.2.04 Agency Policy for Use of MCTs and Laptops
7.2.05 Inappropriate Use of Information Systems

SECTION 7 RADIO COMMUICATION SYSTEMS

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications

The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Officer Response to Calls Policy

7.1.01 Part B - Agency Training Details *(field will expand automatically)*

7.1.02 Memorizing Codes

The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.1.02 Part B - Agency Training Details *(field will expand automatically)*

7.1.03 Radio Procedures and Use

The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

A. Waiting until the air is clear before pressing the transmit button
B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone
C. Avoiding over-modulation by speaking moderately into the microphone
D. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated
E. Knowing the call signs, assignments, and beat locations of other units in the area

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Officer Response to Calls Policy

7.1.03 Part B - Agency Training Details *(field will expand automatically)*

7.1.04 Crime Broadcast

Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects
B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
C. Loss (if any), including approximate value and denomination of bills
D. Weapon(s) used
E. Vehicle(s) used
F. Direction(s) of flight

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.1.04 Part B - Agency Training Details *(field will expand automatically)*

7.1.05 Vehicle Pursuit Transmission

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

A. Identification of the vehicle in pursuit
B. What the vehicle or occupant(s) is wanted for
C. Complete description of the vehicle, including license number
D. Number of occupants and possibility of weapons
E. Direction of travel
F. Approximate speed
G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
H. Necessity for backup and number of units needed
I. Location of stop

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Pursuit Policy

7.1.05 Part B - Agency Training Details *(field will expand automatically)*

7.1.06 Control During In-Progress Assignment

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

A. Voice control so as not to escalate the situation
B. Establishment of perimeter and control of possible escape routes
C. Control of response of other police units

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.1.06 Part B - Agency Training Details *(field will expand automatically)*

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries

The trainee shall give examples where inquires into a law enforcement information system would be necessary. These may include:

A. To locate information on lost, stolen, or recovered property, including vehicles
B. To establish probable cause for a search or an arrest
C. To verify the validity of a warrant
D. To verify the validity of a driver's license, vehicle registration, or occupational license
E. To determine if a person is wanted
F. To determine the status of a person on parole or probation
G. To report or locate a missing person

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.2.01 Part B - Agency Training Details *(field will expand automatically)*

7.2.02 Law Enforcement Information Systems

The trainee shall be able to identify the law enforcement information systems used by the agency including:

A. Automated Property System (APS)
B. Stolen Vehicle System (SVS)
C. Wanted Persons System (WPS)
D. Automated Firearms System (AFS)
E. Domestic Violence Restraining Order System (DVROS)
F. Missing Unidentified Person System (MUPS)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.2.02 Part B - Agency Training Details *(field will expand automatically)*

7.2.03 System Inquiries to Complete an Investigation

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

A. Wanted persons
B. Property, vehicles, and firearms
C. Criminal histories
D. DMV information
E. Miscellaneous information

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.2.03 Part B - Agency Training Details *(field will expand automatically)*

7.2.04 Agency Policy for Use of MCTs and Laptops

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Mobile Data Computer Use Policy

7.2.04 Part B - Agency Training Details *(field will expand automatically)*

7.2.05 Inappropriate Use of Information Systems

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Protected Information Policy

7.2.05 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries
2. ***For each Section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 8

Leadership

8.1 COMPETENCY REQUIREMENTS

Contents

8.1 Identifying Leadership
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

8.1.01 Effective Leadership Strategies
8.1.02 Leadership Attributes
8.1.03 The Role of Leadership

SECTION 8 LEADERSHIP

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

8.1 IDENTIFYING LEADERSHIP

8.1.01 Effective Leadership Strategies

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

8.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Promotional Transfer Policy

8.1.01 Part B - Agency Training Details *(field will expand automatically)*

CPD Mission Statement

8.1.02 Leadership Attributes

The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

A. Integrity
B. Credibility
C. Trust
D. Discretion
E. Duty
F. Loyalty
G. Honesty

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

8.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

8.1.02 Part B - Agency Training Details *(field will expand automatically)*

Law Enforcement Code of Ethics

8.1.03 The Role of Leadership

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission and values statement.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

8.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

8.1.03 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 9

California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

Contents

9.1 Criminal Law
9.2 Reasonable Suspicion/Probable Cause
9.3 Laws of Arrest
9.4 Juvenile Law and Procedure
9.5 Additional Laws
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

9.1 CRIMINAL LAW

9.1.01 Terminology
9.1.02 Crime Elements
9.1.03 Persons Legally Incapable of Committing a Crime
9.1.04 Crime Identification

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion
9.2.02 Probable Cause to Arrest
9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
9.2.04 Officer's Right to Search a Person
9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest
9.3.02 Arrest Requirements
9.3.03 Private Person Arrest
9.3.04 Miranda Rights
9.3.05 Admittance onto Property
9.3.06 Allowable Use of Force
9.3.07 Reasonable Force
9.3.08 Use of Physical Force and Deadly Force
9.3.09 False Imprisonment Liability
9.3.10 Legal Exceptions to an Arrest

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

9.5 REASONABLE SUSPICION/PROBABLE CAUSE

9.5.01 Alcoholic Beverage Control Act
9.5.02 Probation/Parole Laws
9.5.03 Local Ordinance Violations
9.5.04 Constitutional Amendments Granting Individual Rights
9.5.05 State Legislative Mandates
9.5.06 Marsy's Law

SECTION 9 CALIFORNAI CODES AND LAWS

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

9.1 CRIMINAL LAW

9.1.01 Terminology

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

A. Accessory
B. Accomplice
C. Criminal negligence
D. *Corpus delicti*
E. Entrapment
F. Implied intent
G. Principal
H. Specific intent
I. Transferred intent

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.01 Part B - Agency Training Details *(field will expand automatically)*

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:
   1. Committed by any person
   2. In violation of statutory law
   3. For which there is punishment

Reference(s): Penal Code 15

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.02 Part B - Agency Training Details *(field will expand automatically)*

9.1.03 Persons Legally Incapable of Committing a Crime

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.

Reference(s): Penal Code 26

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.03 Part B - Agency Training Details *(field will expand automatically)*

9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

A. Obstruction of Justice
B. Homicide
C. Robbery
D. Assaults
E. Criminal Threats (formerly Terrorist Threats)
F. Stalking
G. Restraining Order Violations
H. Cruelty to Animals
I. Crimes Against Children
J. Sex Crimes
K. Disturbing the Peace
L. Burglary
M. Trespassing
N. Arson
O. Vandalism
P. Theft, including Identify Theft
Q. Forgery and Check Offenses
R. Disorderly Conduct
S. Control and Use of Dangerous Weapons
T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.04 Part B - Agency Training Details *(field will expand automatically)*

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:

A. Specific facts which can be articulated

B. Crime-related activity that has occurred, is occurring, or is about to occur

C. Involvement by the person to be detained in a crime-related activity

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.2.01 Part B - Agency Training Details *(field will expand automatically)*

9.2.02 Probable Cause to Arrest

Probable cause to arrest requires more than the "reasonable suspicion" necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer's training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy

9.2.02 Part B - Agency Training Details *(field will expand automatically)*

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.

D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.2.03 Part B - Agency Training Details *(field will expand automatically)*

9.2.04 Officer's Right to Search a Person

The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

9.2.04 Part B - Agency Training Details *(field will expand automatically)*

9.2.05 Recognizing Probable Cause for Police Action

Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Contacts and Temporary Detentions Policy

9.2.05 Part B - Agency Training Details *(field will expand automatically)*

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest

The trainee shall explain a peace officer's authority to make an arrest.

Reference(s): Penal Code 836; Vehicle Code 40300.5 through 40302

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy
CPD Private Persons Arrest Policy

9.3.01 Part B - Agency Training Details *(field will expand automatically)*

9.3.02 Arrest Requirements

The trainee shall explain the various requirements related to arrests, to minimally include:

A. Time of day or night that an arrest may be made

B. The information the person arrested must be provided and when it must be provided

C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): Penal Codes 825; 840; 841; 848; 849; 851.5; 853.5; and 853.6

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy

9.3.02 Part B - Agency Training Details *(field will expand automatically)*

9.3.03 Private Person Arrest

The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal.

Reference(s): Penal Codes 837 and 847

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Private Persons Arrest Policy

9.3.03 Part B - Agency Training Details *(field will expand automatically)*

9.3.04 Miranda Rights

The trainee shall explain the requirements for advising a person of his/her Miranda rights.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Temporary Custody of Juveniles Policy
CPD Investigation and Prosecution Policy

9.3.04 Part B - Agency Training Details *(field will expand automatically)*

9.3.05 Admittance onto Property

The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference(s): Penal Code 844

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.3.05 Part B - Agency Training Details *(field will expand automatically)*

9.3.06 Allowable Use of Force

The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference(s): Penal Code 835 and 843

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

9.3.06 Part B - Agency Training Details *(field will expand automatically)*

9.3.07 Reasonable Force

The trainee shall explain the term "reasonable" as it applies to the use of force.

Reference(s): Penal Code 835

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

9.3.07 Part B - Agency Training Details *(field will expand automatically)*

9.3.08 Use of Physical Force and Deadly Force

The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy

9.3.08 Part B - Agency Training Details *(field will expand automatically)*

9.3.09 False Imprisonment Liability

The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

Reference(s): Penal Codes 142(c), 836.5, and 847

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy

9.3.09 Part B - Agency Training Details *(field will expand automatically)*

9.3.10 Legal Exceptions to an Arrest

The trainee shall explain situations where legal exceptions to an arrest might exist, including:

A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)

B. State misdemeanor rule (Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55 CA 2nd 861)

C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3. 10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Foreign Diplomatic and Consular Representatives Policy

9.3.10 Part B - Agency Training Details *(field will expand automatically)*

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

A. Miranda advisement

B. Welfare and Institutions Codes (WIC) 300, 305, 601, 602, 625, 627, 707 and any additional local ordinances and/or curfews

C. Laws pertaining to schools, including Penal Code (PC) 626 sections and Education Codes 48906, 48260-66, etc.

D. Secure/Non-secure detention of juveniles: WIC 206, 207, 207.1, 207.2

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Temporary Custody of Juveniles Policy

9.4.01 Part B - Agency Training Details *(field will expand automatically)*

9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act

The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

A. After-hours sales and/or consumption of alcoholic beverages on licensed premises

B. Selling/providing alcoholic liquor to a person who is visibly intoxicated

C. Selling/providing alcoholic liquor to a person who is visibly intoxicated

Reference(s): Business and Professions Codes 23000 through 25762

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.01 Part B - Agency Training Details *(field will expand automatically)*

9.5.02 Probation/Parole Laws

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

A. Penal Code (PC) 1203.2

B. Penal Code (PC) 3056

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

9.5.02 Part B - Agency Training Details *(field will expand automatically)*

9.5.03 Local Ordinance Violations

The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.03 Part B - Agency Training Details *(field will expand automatically)*

City of Campbell Municipal Code

9.5.04 Constitutional Amendments Granting Individual Rights

The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

A. *First Amendment* – Freedom of religion, speech, press, and public assembly
B. *Fourth Amendment* – Search and seizure only by warrant or good cause
C. *Fifth Amendment* – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation
D. *Sixth Amendment* – Right to a speedy trial
E. *Eighth Amendment* – Excessive bail prohibited
F. *Fourteenth Amendment*– Civil rights (see 18 USC Section 242 – Color of law/authority)

Reference(s): U.S. Constitution, Bill of Rights

Case # *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD First Amendment Assemblies Policy
CPD Search and Seizure Policy

9.5.04 Part B - Agency Training Details *(field will expand automatically)*

9.5.05 State Legislative Mandates

The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.05 Part B - Agency Training Details *(field will expand automatically)*

9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.

Reference(s): California Constitution, Article I, Section 28(b)

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.06 Part B - Agency Training Details *(field will expand automatically)*

Santa Clara County Domestic Violence Protocol

See next page for Attestation

Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**.
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 10

Search and Seizure

10.1 – 10.3 COMPETENCY REQUIREMENTS

Contents

10.1 Search Concepts
10.2 Seizure Concepts
10.3 Warrants
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

10.1 SEARCH CONCEPTS

10.1.01 Terminology
10.1.02 Circumstances Allowing Legally Authorized Searches
10.1.03 Items Which May Be Legally Searched
10.1.04 Limits of Searches
10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants
10.3.02 Serving Search and Arrest Warrants
10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

SECTION 10 SEARCH AND SEIZURE

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

10.1 SEARCH CONCEPTS

10.1.01 Terminology

The trainee shall review and explain the following terms relative to searches:

A. Consent
B. Scope of Searches
C. Contemporaneous
D. Probable Cause
E. Instrumentalities of a crime
F. Contraband
G. Knock and Notice
H. Container search doctrine

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.01 Part B - Agency Training Details *(field will expand automatically)*

10.1.02 Circumstances Allowing Legally Authorized Searches

The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

A. Pat searches for weapons
B. Consent searches
C. Probable cause search
D. A search warrant
E. Plain sight
F. Incident to arrest
G. Exigent circumstances
H. Probation/parole search

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

10.1.02 Part B - Agency Training Details *(field will expand automatically)*

10.1.03 Items Which May Be Legally Searched

The trainee shall identify items for which an officer may legally search. These items shall minimally include:

A. Dangerous weapons
B. Fruits of the crime
C. Instruments of the crime
D. Contraband
E. Suspects
F. Additional victims

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

10.1.03 Part B - Agency Training Details *(field will expand automatically)*

10.1.04 Limits of Searches

The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

A. Protective sweeps
B. Closed containers
C. Inventory searches

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

10.1.04 Part B - Agency Training Details *(field will expand automatically)*

10.1.05 Exclusionary Rule

The trainee shall explain the "exclusionary rule" and its effect upon police action and procedures including:

A. Court filings

B. Prosecution of suspects

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.05 Part B - Agency Training Details *(field will expand automatically)*

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:

A. Preventing a suspect from swallowing evidence
B. Inducing a suspect to vomit
C. Extracting blood evidence from a suspect
D. Extracting fingerprint evidence from a suspect

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

CPD Search and Seizure Policy
CPD Impaired Driving Policy

10.2.01 Part B - Agency Training Details *(field will expand automatically)*

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants

The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:

A. Probable cause necessity
B. Allowable exclusions (including hot pursuit and emergency situations)
C. Process for obtaining warrants during and after business hours

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy
CPD Warrant Service Policy

10.3.01 Part B - Agency Training Details *(field will expand automatically)*

10.3.02 Serving Search and Arrest Warrants

The trainee shall describe the process for serving search and arrest warrants, including:

A. Hours of service for felony arrest warrants
B. Hours of service for misdemeanor arrest warrants
C. Hours of service for search warrants
D. Knock and notice for search warrants, and exemptions to
E. "Signing off" warrants/return

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Law Enforcement Authority Policy
CPD Warrant Service Policy

10.3.02 Part B - Agency Training Details *(field will expand automatically)*

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Warrant Service Policy

10.3.03 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

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4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

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See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

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   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
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3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
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End Section

SECTION 11

Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

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11.1 Field Notes and Notebook
11.2 Report Writing Requirements
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Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes
11.1.02 Discoverable Contents
11.1.03 Types of Entries
11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports
11.2.02 Report Depository
11.2.03 Records Unit
11.2.04 Records Unit
11.2.05 Importance of Police Reports
11.2.06 Components of a Well-Written Police Report
11.2.07 Types of Report Forms
11.2.08 “Cold” Crime Reports
11.2.09 Preparing a Written Report
11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITING

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

A. References for future investigation
B. References for future court appearance
C. Beat or area information

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.01 Part B - Agency Training Details *(field will expand automatically)*

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.02 Part B - Agency Training Details *(field will expand automatically)*

11.1.03 Types of Entries

The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number
B. Name(s) of additional personnel and supervisor
C. Type of incident
D. Pertinent information
E. Names of suspects, victims, witnesses, and reporting persons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.03 Part B - Agency Training Details *(field will expand automatically)*

11.1.04 Recording Pertinent Information

Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.04 Part B - Agency Training Details *(field will expand automatically)*

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports

The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.01 Part B - Agency Training Details *(field will expand automatically)*

11.2.02 Report Depository

The trainee shall give the location of the report depository.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.02 Part B - Agency Training Details *(field will expand automatically)*

11.2.03 Records Unit

The trainee shall describe the function for the records unit in the reporting process.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.03 Part B - Agency Training Details *(field will expand automatically)*

11.2.04 Investigative Units and the District Attorney's Office

The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.04 Part B - Agency Training Details *(field will expand automatically)*

11.2.05 Importance of Police Reports

The trainee shall discuss the importance of police reports, including these uses:

A. Recording facts into permanent record
B. Providing coordination of follow-up activities
C. Providing investigative leads
D. Providing statistical data
E. Providing a source for trainee evaluation
F. Providing reference material

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.05 Part B - Agency Training Details *(field will expand automatically)*

11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy
B. Brevity
C. Completeness
D. Clarity
E. Legibility/Neatness
F. Objectivity
G. Grammatical and structural correctness
H. Timeliness
I. First person/active voice/past tense

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.06 Part B - Agency Training Details *(field will expand automatically)*

11.2.07 Types of Report Forms

The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.07 Part B - Agency Training Details *(field will expand automatically)*

11.2.08 "Cold" Crime Reports

Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.08 Part B - Agency Training Details *(field will expand automatically)*

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

A. Organizing facts in chronological order
B. Relating facts in appropriate sentence form
C. Correctly filling in all appropriate boxes
D. Properly establishing who, what, when, where, why, how, and how many
E. Properly establishing the elements of the crime(s), when appropriate

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

11.2.09 Part B - Agency Training Details *(field will expand automatically)*

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

A. Elements constituting the offense
B. Complete documentation of reasonable/probably cause
C. Complete description of all physical evidence, where it was found, and its disposition
D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.10 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force)
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 12

Control of Persons/Prisoners/Mentally Ill

12.1 – 12.7 COMPETENCY REQUIREMENTS

Contents

12.1 Control/Searching of Persons
12.2 Handcuffing
12.3 Legal Responsibilities and Requirements with Prisoners
12.4 Transporting Prisoners
12.5 Booking Prisoners
12.6 People with Disabilities
12.7 Mental Illness Cases
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics
12.1.02 Search Techniques
12.1.03 Searching the Opposite Sex

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing
12.2.02 Handcuffing/Restraint Device Principles
12.2.03 Agency Policy Regarding Handcuffing Prisoners
12.2.04 Handcuffing and Transporting Single or Multiple Suspects

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners
12.3.02 Prisoner Provisions
12.3.03 Prisoner's Right to Make Calls
12.3.04 Property Receipts
12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges
12.3.06 Willful Inhumanity or Oppression toward Prisoners

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy
12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
12.4.03 Prior to Booking a Prisoner

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles
12.5.02 Jail Facility
12.5.03 Securing Weapons Prior to Entering Custody Facility
12.5.04 Booking Documents/Procedures
12.5.05 Booking Adult Prisoners
12.5.06 Other Types of Prisoners
12.5.07 Inmate Classification
12.5.08 Legalities of Prisoner/Inmate Searches
12.5.09 Prisoner Release
12.5.10 Response to Jail Emergencies

12.6 PEOPLE WITH DISABILITIES

12.6.01 Americans with Disabilities Act (ADA)
12.6.02 Behavior Due to Disabilities
12.6.03 Dealing with Cognitive Impairment
12.6.04 Non-compliance as a Warning Sign
12.6.05 Standard Tactical Assessments and Safeguards

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy
12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
12.7.03 Mental Health Facility or Regional Center
12.7.04 72-Hour Hold
12.7.05 Required Procedures for WIC 5150
12.7.06 Alternative Methods
12.7.07 Required Documentation and/or Reports
12.7.08 Demonstrating Knowledge of Proper Procedure
12.7.09 Address Issues Related to Stigma

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

A. Approach
B. Cover position with vehicle(s) and person(s)
C. Position of advantage
D. What to watch out for
E. Communications with cover officer/danger signals

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.1.01 Part B - Agency Training Details *(field will expand automatically)*

12.1.02 Search Techniques

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view
B. Maintaining control and position of advantage
C. Standing, kneeling, and prone position searches
D. Safeguarding of weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

12.1.02 Part B - Agency Training Details *(field will expand automatically)*

12.1.03 Searching the Opposite Sex

The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy

12.1.03 Part B - Agency Training Details *(field will expand automatically)*

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing

The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:

A. Attack
B. Escape
C. Destruction or concealment of evidence or contraband

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Handcuffing and Restraints Policy

12.2.01 Part B - Agency Training Details *(field will expand automatically)*

12.2.02 Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

A. Control of the suspect(s) and the handcuffs
B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
C. Reasonable degree of tightness
D. Observation of restrained suspects
E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.)
F. Safe and controlled removal of handcuffs and other restraint devices

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Handcuffing and Restraints Policy
CPD Temporary Custody of Juveniles Policy
CPD Communication of Persons with Disabilities Policy

12.2.02 Part B - Agency Training Details *(field will expand automatically)*

12.2.03 Agency Policy Regarding Handcuffing Prisoners

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy, CPD Handcuffing and Restraints Policy, CPD Temporary Custody of Juveniles Policy, CPD Communication of Persons with Disabilities Policy, CPD Mental Illness Commitments Policy

12.2.03 Part B - Agency Training Details *(field will expand automatically)*

12.2.04 Handcuffing and Transporting Single or Multiple Suspects

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Handcuffing and Restraints Policy

12.2.04 Part B - Agency Training Details *(field will expand automatically)*

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners

The trainee shall review and explain the legal responsibilities for protecting prisoners.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.3.01 Part B - Agency Training Details *(field will expand automatically)*

12.3.02 Prisoner Provisions

The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.3.02 Part B - Agency Training Details *(field will expand automatically)*

12.3.03 Prisoner's Right to Make Calls

The trainee shall review and explain prisoners' rights to telephone calls.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Temporary Custody of Juveniles Policy
CPD Child and Dependent Adult Safety Policy

12.3.03 Part B - Agency Training Details *(field will expand automatically)*

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

12.3.04 Part B - Agency Training Details *(field will expand automatically)*

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges

The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy
CPD Temporary Custody of Juveniles Policy

12.3.05 Part B - Agency Training Details *(field will expand automatically)*

12.3.06 Willful Inhumanity or Oppression toward Prisoners

The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.3.06 Part B - Agency Training Details *(field will expand automatically)*

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:

A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)
B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
C. Juveniles with/without adults
D. Females
E. Use of seat belts
F. Search of area where prisoner is to be placed prior to transportation
G. Search of area where prisoner has been following transportation
H. Proper positioning of officer(s) and prisoner(s) within the vehicle
I. Close and constant observation of prisoner(s)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Handcuffing and Restraints Policy
CPD Temporary Custody of Juveniles Policy
CPD Mental Illness Commitments Policy
CPD Custodial Searches Policy

12.4.01 Part B - Agency Training Details *(field will expand automatically)*

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle

Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

12.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Handcuffing and Restraints Policy
CPD Temporary Custody of Juveniles Policy
CPD Mental Illness Commitments Policy
CPD Custodial Searches Policy

12.4.02 Part B - Agency Training Details *(field will expand automatically)*

12.4.03 Prior to Booking a Prisoner

The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Use of Force Policy
CPD Cite and Release Policy

12.4.03 Part B - Agency Training Details *(field will expand automatically)*

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Miranda advisement
B. Right to phone calls
C. What notifications are required
D. Secure/non-secure detention of juveniles
E. Strip search of juveniles
F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime
G. Custody alternatives

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Temporary Custody of Juveniles Policy
CPD Custodial Searches Policy

12.5.01 Part B - Agency Training Details *(field will expand automatically)*

12.5.02 Jail Facility

The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.5.02 Part B - Agency Training Details *(field will expand automatically)*

12.5.03 Securing Weapons Prior to Entering Custody Facility

The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Firearms Policy

12.5.03 Part B - Agency Training Details *(field will expand automatically)*

12.5.04 Booking Documents/Procedures

The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections

B. Confirm arrestee is adult versus juvenile

C. Valid court and/or warrant paperwork

D. Inmate is medically screened and has medical clearance and approval form

E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

12.5.04 Part B - Agency Training Details *(field will expand automatically)*

12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics
B. Narcotic/Drug Users
C. Mentally Ill
D. Sex Offenders
E. Escape Risks
F. Non-conformists
G. Civil Bookings

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Cite and Release Policy

12.5.05 Part B - Agency Training Details *(field will expand automatically)*

12.5.06 Other Types of Prisoners

The trainee shall identify other prisoners who may warrant special consideration, including:

A. Injured or sick
B. Females (including pregnant females)
C. Elderly
D. Gang members or police informants
E. Current or former peace officers, judges, etc.
F. High-profile prisoners
G. Any other prisoner(s) who may need specialized classification/housing needs

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.5.06 Part B - Agency Training Details *(field will expand automatically)*

12.5.07 Inmate Classification

The trainee shall explain the concept of inmate classification, to include:

A. Sex
B. Age
C. Criminal sophistication
D. Seriousness of offense
E. Assaultive behavior
F. Medical disabilities
G. Gang affiliation
H. Overt sexual behavior

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.5.07 Part B - Agency Training Details *(field will expand automatically)*

12.5.08 Legalities of Prisoner/Inmate Searches

The trainee shall review and explain the legalities of prisoner/inmate searches, including:

A. Search by same sex
B. Clothed search
C. Strip or skin search, including documentation

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Custodial Searches Policy
CPD Search and Seizure Policy

12.5.08 Part B - Agency Training Details *(field will expand automatically)*

12.5.09 Prisoner Release

The trainee will review and explain methods and procedures for releasing a prisoner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Cite and Release Policy

12.5.09 Part B - Agency Training Details *(field will expand automatically)*

12.5.10 Response to Jail Emergencies

The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:

A. Fire
B. Earthquake
C. Civil disorder
D. Escape

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Outside Agency Assistance Policy

12.5.10 Part B - Agency Training Details *(field will expand automatically)*

12.6 PEOPLE WITH DISABILITIES

12.6.01 Americans with Disabilities Act (ADA)

The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis

B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature

C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained

D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.6.01 Part B - Agency Training Details *(field will expand automatically)*

12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.6.02 Part B - Agency Training Details *(field will expand automatically)*

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

A. Give one direction or ask one question at a time
B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
D. Repeat questions from a slightly different perspective, if necessary
E. Avoid questions about time, complex sequences, or reasons for behavior
F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Communications with Persons with Disabilities Policy

12.6.03 Part B - Agency Training Details *(field will expand automatically)*

12.6.04 Non-compliance as a Warning Sign

The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.6.04 Part B - Agency Training Details *(field will expand automatically)*

12.6.05 Standard Tactical Assessments and Safeguards

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

A. His/her own abilities to physically control the person
B. Escape routes
C. Use of cover
D. Call for backup
E. The T.A.C.T. Model
   1. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
   2. Atmosphere (Reduce distractions/Respect personal space)
   3. Communication (Establish contact/Develop rapport)
   4. Time (Slow down/Reassess)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.6.05 Part B - Agency Training Details *(field will expand automatically)*

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy

The trainee shall review and explain state law and agency policy regarding mental illness cases.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Mental Illness Commitments Policy

12.7.01 Part B - Agency Training Details *(field will expand automatically)*

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

A. Ignoring verbal abuse
B. Avoiding excitement
C. Avoiding unnecessary deception
D. Requesting backup to minimize resistance
E. Requesting an ambulance prior to confronting subject, if necessary
F. Keeping the disturbed person in sight constantly
G. Continual alertness
H. Seizing firearms for safekeeping

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Mental Illness Commitments Policy

12.7.02 Part B - Agency Training Details *(field will expand automatically)*

12.7.03 Mental Health Facility or Regional Center

The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.7.03 Part B - Agency Training Details *(field will expand automatically)*

12.7.04 72-Hour Hold

The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

A. Danger to himself/herself
B. Danger to others
C. Gravely disabled

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.7.04 Part B - Agency Training Details *(field will expand automatically)*

12.7.05 Required Procedures for WIC 5150

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment

B. Advisement of Miranda rights, as appropriate, when criminal action is involved

C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person

D. The person must be informed of the officer's name and agency and the reason the person is being detained

E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Mental Illness Commitments Policy

12.7.05 Part B - Agency Training Details *(field will expand automatically)*

12.7.06 Alternative Methods

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention
B. Arrest
C. Referral for mental health services
D. Referral to local developmental disabilities agency
E. No police action required

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.7.06 Part B - Agency Training Details *(field will expand automatically)*

12.7.07 Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

A. Application for 72-Hour Detention for Evaluation and Treatment (Form MH 302)

B. Verbal admonishment and supplementary written documentation as specified in WIC 5150

C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

12.7.07 Part B - Agency Training Details *(field will expand automatically)*

12.7.08 Demonstrating Knowledge of Proper Procedure

Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Handcuffing and Restraints Policy
CPD Mental Ilness Commitments Policy
CPD Custodial Searches Policy

12.7.08 Part B - Agency Training Details *(field will expand automatically)*

12.7.09 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

12.7.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.7.09 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

ATTESTATION FOR SECTION 12

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies)
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 13

Patrol Procedures

13.1 – 13.28 COMPETENCY REQUIREMENTS

Contents

13.1 Police Patrol Techniques
13.2 Observation Skills
13.3 Preventing and Detecting Crime
13.4 Additional Patrol Safety
13.5 Pedestrian Stops
13.6 Searching Persons
13.7 Vehicle Stops
13.8 Felony/High-Risk Vehicle Stops
13.9 Searching Vehicles
13.10 Searching Building Areas
13.11 Handling Crimes in Progress
13.12 Domestic Violence
13.13 Victims of Violent Crime
13.14 Hate Crimes
13.15 Gang Awareness
13.16 Missing Persons
13.17 Fires
13.18 Hazardous Occurrences/Major Disasters
13.19 Bombs/Explosive Devices
13.20 Aircraft Crashes
13.21 First Aid
13.22 Sick, Injured, or Deceased Persons
13.23 Lost, Found, and Recovered Property
13.24 Crowd Control
13.25 News Media Relations
13.26 Hostage Situations and Barricaded Suspects
13.27 Sniper Attack
13.28 Animal Control
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

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13.1.01 Types of Police Patrol
13.1.02 Preventive Patrol Methods
13.1.03 Foot Patrol and Bicycle Patrol
13.1.04 Motorized Patrol
13.1.05 Positive Daily Contacts

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13.2.01 Perception Skills

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13.3.02 Becoming Familiar with the Community
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SECTION 13 PATROL PROCEDURES

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

13.1 POLICE PATROL TECHNIQUES

13.1.01 Types of Police Patrol

The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.01 Part B - Agency Training Details *(field will expand automatically)*

13.1.02 Preventive Patrol Methods

The trainee shall review and explain basic preventive patrol methods utilized by an officer:

A. Frequent checks and contacts with business premises
B. Frequent checks of suspicious persons
C. Fluctuating patrol patterns
D. Maintenance of visibility and personal contact
E. Daily individual patrol and community action plan

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.02 Part B - Agency Training Details *(field will expand automatically)*

13.1.03 Foot Patrol and Bicycle Patrol

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

A. Increased personal contact between police and citizens
B. Increased observation ability
C. Increased ability to gather information

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Bicycle Patrol Unit Policy

13.1.03 Part B - Agency Training Details *(field will expand automatically)*

13.1.04 Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

A. Increased speed and mobility
B. Increased visibility
C. Availability of additional equipment
D. Increased transportation capability
E. Decreased response time
F. Communications

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.04 Part B - Agency Training Details *(field will expand automatically)*

13.1.05 Positive Daily Contacts

The trainee shall explain the importance of positive daily personal contact with citizens.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.05 Part B - Agency Training Details *(field will expand automatically)*

13.2 OBSERVATION SKILLS

13.2.01 Perception Skills

The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.2.01 Part B - Agency Training Details *(field will expand automatically)*

13.3 PREVENTING AND DETECTING CRIME

13.3.01 Crime Prevention Techniques

The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.01 Part B - Agency Training Details *(field will expand automatically)*

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

A. General population information
B. Appropriate geographic information
C. Recent criminal activity
D. Specific factors that may influence patrol functions (e.g.. location of emergency hospitals, high-activity areas, community activities and events, etc.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.02 Part B - Agency Training Details *(field will expand automatically)*

13.3.03 Preparing for a Patrol Shift

The trainee shall explain and demonstrate how to prepare for a patrol shift, including:

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.03 Part B - Agency Training Details *(field will expand automatically)*

13.3.04 Frequent Checks

The trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.04 Part B - Agency Training Details *(field will expand automatically)*

13.3.05 Night Patrol

The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:

A. Broken glass
B. Open doors and windows
C. Pry marks
D. Suspicious vehicles
E. Persons on foot
F. Differences in normal lighting (on or off)
G. Unusual sounds
H. Access to rooftop or upper floors

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.05 Part B - Agency Training Details *(field will expand automatically)*

13.3.06 Determining If a Parked Vehicle Has Been Recently Operated

The trainee shall identify ways to determine if a parked vehicle has been recently operated.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.06 Part B - Agency Training Details *(field will expand automatically)*

13.3.07 Conducting Surveillance

The trainee shall describe and/or demonstrate how to conduct surveillance, including:

A. Invisible deployment
B. Radio security
C. Use of surveillance/vision devices

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.07 Part B - Agency Training Details *(field will expand automatically)*

13.3.08 Locating Vehicle Identification Numbers

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.08 Part B - Agency Training Details *(field will expand automatically)*

13.4 ADDITIONAL PATROL SAFETY

13.4.01 Plain Clothes Officers

The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:

A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence

B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.01 Part B - Agency Training Details *(field will expand automatically)*

13.4.02 Plain-Clothes and Off-Duty Arrests

The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Off-Duty Law Enforcement Actions Policy

13.4.02 Part B - Agency Training Details *(field will expand automatically)*

13.4.03 Hazards of Silhouetting

The trainee shall explain and/or demonstrate ways to avoid the hazards of "silhouetting."

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.03 Part B - Agency Training Details *(field will expand automatically)*

13.4.04 Telltale Noises

The trainee shall explain and/or demonstrate how to avoid making telltale "police noises" such as:

A. Vehicle noises
B. Radio noises
C. Keys and whistle noises

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.04 Part B - Agency Training Details *(field will expand automatically)*

13.4.05 Keeping Subject's Hands in View

The trainee shall explain the importance of always keeping a subject's hands in view.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.05 Part B - Agency Training Details *(field will expand automatically)*

13.4.06 Initiating Foot Pursuits

The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Foot Pursuit Policy

13.4.06 Part B - Agency Training Details *(field will expand automatically)*

13.4.07 Mutual Aid and Jurisdiction

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

A. Use of official vehicles outside the agency's jurisdiction
B. Responding to calls for assistance outside the agency's jurisdiction
C. Assisting other agencies with arrests within agency jurisdiction

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Outside Assistance Policy

13.4.07 Part B - Agency Training Details *(field will expand automatically)*

13.5 PEDESTRIAN STOPS

13.5.01 Consensual Encounters and Reasonable Suspicion

The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.01 Part B - Agency Training Details *(field will expand automatically)*

13.5.02 Lawful Pedestrian Stop

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

A. The existence of suspicious activity
B. The time of day or night
C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.02 Part B - Agency Training Details *(field will expand automatically)*

13.5.03 Tactical Variables

The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

A. Whether or not to stop the person
B. When and where to stop the person
C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.03 Part B - Agency Training Details *(field will expand automatically)*

13.5.04 Positions When Interviewing Suspicious Person(s)

The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.04 Part B - Agency Training Details *(field will expand automatically)*

13.5.05 Field Interview Form

The trainee shall properly and legibly complete the field interview (FI) report form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.05 Part B - Agency Training Details *(field will expand automatically)*

13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)

The trainee shall explain the role and use of the CLETS in determining a person's wanted status.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.06 Part B - Agency Training Details *(field will expand automatically)*

13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.07 Part B - Agency Training Details *(field will expand automatically)*

13.6 SEARCHING PERSONS

13.6.01 Degrees of Searches of Persons

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

A. Visual/cursory search
B. Pat-down search
C. Field search (standing, kneeling, prone)
D. Strip search
E. Body cavity search

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Search and Seizure Policy
CPD Custodial Searches Policy

13.6.01 Part B - Agency Training Details *(field will expand automatically)*

13.6.02 Principles of Searches of Persons

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

A. Constant alertness
B. Maintain control and position of advantage (contact and cover)
C. Thoroughness of the search
D. Safeguarding weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.02 Part B - Agency Training Details *(field will expand automatically)*

13.6.03 Weapons and Contraband Concealment

The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.03 Part B - Agency Training Details *(field will expand automatically)*

13.6.04 Legal Pat-Down Search

The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.04 Part B - Agency Training Details *(field will expand automatically)*

13.6.05 Field Search

The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.05 Part B - Agency Training Details *(field will expand automatically)*

13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

A. Protecting the searching officer from outside interference and from those subjects being searched

B. Assisting in control of the person(s) being searched, as needed

C. Continuous observation of the person(s) being searched

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.06 Part B - Agency Training Details *(field will expand automatically)*

13.6.07 Serve as Backup Officer

The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.07 Part B - Agency Training Details *(field will expand automatically)*

13.7 VEHICLE STOPS

13.7.01 Types of Vehicle Stops

The trainee shall explain the various types of vehicle stops to minimally include:

A. Traffic violations
B. Investigative
C. High-risk

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.01 Part B - Agency Training Details *(field will expand automatically)*

13.7.02 Vehicle Stop Locations

The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.

A. Traffic hazards
B. Escape routes
C. Number of people present
D. Lighting conditions
E. Proper position of primary and backup units

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.02 Part B - Agency Training Details *(field will expand automatically)*

13.7.03 Vehicle Information Prior to Stop

The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.03 Part B - Agency Training Details *(field will expand automatically)*

13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

A. Not so great as to encourage an escape attempt
B. Not so close as to present a hazard
C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.04 Part B - Agency Training Details *(field will expand automatically)*

13.7.05 Gaining Driver's Attention

The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

A. Use of emergency lights
B. Use of siren
C. Use of horn
D. Use of headlights
E. Use of hand signal
F. Use of public address (PA) system
G. Proper use of spotlight to include:
   1. Not blinding the driver while vehicle is moving
   2. Illuminating the interior of the stopped vehicle
   3. Focusing on rear and side mirrors to blind the occupants of the officer's approach

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.05 Part B - Agency Training Details *(field will expand automatically)*

13.7.06 Hazards of Vehicle Stops

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

A. Location of the stop
B. Reason for the stop
C. Officer's approach
D. Position the officer takes
E. Contact with the violator
F. Visibility

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.06 Part B - Agency Training Details *(field will expand automatically)*

13.7.07 Observing Vehicle Occupants

The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

A. Attack from suspects
B. Destruction or concealment of evidence
C. Escape of occupants

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.07 Part B - Agency Training Details *(field will expand automatically)*

13.7.08 Directing Occupants During a Stop

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.08 Part B - Agency Training Details *(field will expand automatically)*

13.7.09 Approaching Vehicles Other than Automobiles

The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

A. Motorcycles and bicycles
B. Campers and vans
C. Buses
D. Trucks
E. Tractor/Trailers

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.09 Part B - Agency Training Details *(field will expand automatically)*

13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

A. Embarrassment
B. Anger
C. Fear
D. Rationalization or excuse for violation
E. Refusal to sign citation

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.10 Part B - Agency Training Details *(field will expand automatically)*

13.7.11 Do Not Argue with Violator

The trainee shall explain why an officer should not argue with a violator.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.11 Part B - Agency Training Details *(field will expand automatically)*

13.7.12 Discretion during Traffic Stops

The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.12 Part B - Agency Training Details *(field will expand automatically)*

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

A. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop

B. Not accepting the violator's wallet in response to a request for a driver's license

C. Checking the signature of the violator on the citation

D. Issuing the proper copy of the citation to the violator

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.13 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.13 Part B - Agency Training Details *(field will expand automatically)*

13.7.14 Signature Is a Promise to Appear

The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.14 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.14 Part B - Agency Training Details *(field will expand automatically)*

13.7.15 Promoting a Positive Image

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.15 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.15 Part B - Agency Training Details *(field will expand automatically)*

13.8 FELONY/HIGH-RISK VEHICLE STOPS

13.8.01 Important Considerations

The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:

A. Seriousness of the crime(s)
B. Availability of Backup
C. Where to make the stop (location)
D. Tactics to be used after making the stop
E. Number of suspects involved
F. Placement of subsequent units at the stop itself
G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop
H. Use of public address (PA) system
I. Use of additional resources (K-9 units, air support, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.01 Part B - Agency Training Details *(field will expand automatically)*

13.8.02 Vehicle Positioning

The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.02 Part B - Agency Training Details *(field will expand automatically)*

13.8.03 Ordering Suspect(s) from the Vehicle

The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.03 Part B - Agency Training Details *(field will expand automatically)*

13.8.04 Use of Verbal Commands

The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:

A. Keep hands in sight at all times
B. Exit the vehicle (in accordance with agency policy)
C. Assume position of disadvantage outside of the vehicle

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.04 Part B - Agency Training Details *(field will expand automatically)*

13.8.05 Waiting for Backup

The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.05 Part B - Agency Training Details *(field will expand automatically)*

13.8.06 Roles of Primary and Backup Officer(s)

The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

A. Has radio responsibilities
B. Assumes shotgun responsibilities (if applicable)
C. Communicates to the occupants
D. Searches the occupants and/or vehicle

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.06 Part B - Agency Training Details *(field will expand automatically)*

13.8.07 Demonstrating a Felony/High-Risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.07 Part B - Agency Training Details *(field will expand automatically)*

13.9 SEARCHING VEHICLES

13.9.01 Safe and Effective Vehicle Search

The trainee shall identify and explain principles of a safe and effective vehicle search. These principles shall minimally include:

A. Proper control and removal of occupants

B. A systematic method of conducting a search

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.9.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.9.01 Part B - Agency Training Details *(field will expand automatically)*

13.9.02 Demonstrating Vehicle Search

Given an incident, the trainee shall safely and effectively conduct a vehicle search.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.9.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.9.02 Part B - Agency Training Details *(field will expand automatically)*

13.10 SEARCHING BUILDINGS/AREAS

13.10.01 Principles of a Safe and Effective Building Search

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

A. Containment of the building
B. Containment of area(s) already searched
C. Utilization of a systematic method
D. Safe searching techniques
E. Appropriate use of specialized assistance (K-9, air support, etc.)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.10.01 Part B - Agency Training Details *(field will expand automatically)*

13.10.02 Demonstrating Safe and Effective Building Searches

Given an incident, the trainee shall safely and effectively conduct a building/area search.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

13.10.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.10.02 Part B - Agency Training Details *(field will expand automatically)*

13.11 HANDLING CRIMES IN PROGRESS

13.11.01 Responding to Crimes in Progress

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

A. Proceeding directly to the scene as quickly and silently as possible
B. Proceeding directly to the scene utilizing emergency lights and/or siren
C. Proceeding to the location most likely to intercept fleeing suspects
D. Proceeding to the scene and coordinating arrival and/or deployment with other units
E. Distance to location
F. Availability of assisting units
G. Nature of crime
H. Traffic and environmental conditions
I. Concern for possible lookouts and/or accomplices
J. Watching for fleeing suspects
K. Parking and securing vehicle
L. Apprehension of suspect(s)
M. Broadcasting additional information
N. Securing the scene

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.11.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.11.01 Part B - Agency Training Details *(field will expand automatically)*

13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

A. Coordination of responding units
B. Using a quiet and/or "blacked-out" approach
C. Containment of the area
D. Parking and securing the vehicle
E. Locating "warm" vehicles
F. Advantages and disadvantages of immediately contacting the reporting party (RP)
G. Controlled search of the area or location
H. Looking for telltale signs, footprints, barking dogs, etc.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.11.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.11.02 Part B - Agency Training Details *(field will expand automatically)*

13.12 DOMESTIC VIOLENCE

13.12.01 Legal Issues and Officer Duties

The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

A. Difference between domestic violence and domestic dispute
B. Impact of domestic violence on victims, children, and suspects
C. Essential elements of Penal Code Sections 13700 and 13519
D. Duty to provide maximum protection to the victim from abuse (emergency protective order)
E. Provide safety to other persons and property
F. Verification and enforcement of active restraining orders and stay-away orders
G. Responsibility and authority with tenancy issues related to domestic violence
H. Determine if a crime has been committed and if arrest is mandatory
I. Completion of appropriate documentation and required reports
J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office
K. Taking temporary custody of firearms

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Domestic Violence Policy

13.12.01 Part B - Agency Training Details *(field will expand automatically)*

Santa Clara County Domestic Violence Protocol

13.12.02 Inherent Dangers

The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.02 Part B - Agency Training Details *(field will expand automatically)*

13.12.03 Separating Parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.03 Part B - Agency Training Details *(field will expand automatically)*

13.12.04 Differences between Criminal Law and Civil Law

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.04 Part B - Agency Training Details *(field will expand automatically)*

13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

13.12.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Domestic Violence Policy

13.12.05 Part B - Agency Training Details *(field will expand automatically)*

13.12.06 Enforcement of Protective Orders

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Domestic Violence Policy

13.12.06 Part B - Agency Training Details *(field will expand automatically)*

13.12.07 Handling Domestic Violence Incident

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.07 Part B - Agency Training Details *(field will expand automatically)*

13.13 VICTIMS OF VIOLENT CRIME

13.13.01 Notification of Victim Assistance

The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code). This description shall minimally include:

A. Who is eligible for such aid (GC 13955-13956)

B. The time limitations upon the victim in filing a claim (GC 13952)

C. Whom to contact (GC 13953 and 13957.7)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.13.01 Part B - Agency Training Details *(field will expand automatically)*

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

A. Initial receipt and evaluation of information
B. Preliminary investigation procedures
C. Reporting laws
D. Follow-up investigative procedures
E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Child and Dependent Adult Safety Policy

13.13.02 Part B - Agency Training Details *(field will expand automatically)*

Santa Clara County Child Abuse Protocol

13.13.03 Crimes Against the Elderly

The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

A. Initial receipt and evaluation of information
B. Preliminary investigation procedures
C. Reporting laws
D. Follow-up investigative procedures
E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Child and Dependent Adult Safety Policy

13.13.03 Part B - Agency Training Details *(field will expand automatically)*

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

A. Recognizing prohibited weapons subject to confiscation
B. Temporary custody of weapons at domestic violence incidents
C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (WIC 5150 WIC)
D. Issuance of receipt for confiscated weapons
E. Holding time, and other laws related to confiscation of weapons

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.13.04 Part B - Agency Training Details *(field will expand automatically)*

13.14 HATE CRIMES

13.14.01 Hate Crime Indicators

The trainee shall recognize indicators of hate-related crimes including:

A. Anti-religious slurs and symbols
B. Slurs regarding gender and/or biological sex
C. Racist symbols
D. Racial and ethnic slurs
E. Hate-group symbols
F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hate Crimes Policy

13.14.01 Part B - Agency Training Details *(field will expand automatically)*

13.14.02 Consequences of Hate Crimes

The trainee shall identify and discuss the possible consequences of hate crimes including:

A. Psychological effect on victim
B. Denial of basic constitutional rights
C. Community divisiveness
D. Potential escalation of violence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.14.02 Part B - Agency Training Details *(field will expand automatically)*

13.14.03 Enforcement Requirements

The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hate Crimes Policy

13.14.03 Part B - Agency Training Details *(field will expand automatically)*

13.14.04 Handling Hate Crimes

The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hate Crimes Policy

13.14.04 Part B - Agency Training Details *(field will expand automatically)*

13.15 GANG AWARENESS

13.15.01 Characteristics and Recognizing Gangs

The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Criminal Organizations Policy

13.15.01 Part B - Agency Training Details *(field will expand automatically)*

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including:

A. Street gangs
B. Motorcycle gangs
C. Prison gangs
D. Cult/ritualistic gangs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.02 Part B - Agency Training Details *(field will expand automatically)*

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

A. Peer pressure
B. Common interests
C. Protection/Safety
D. Familial and/or generational influence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.03 Part B - Agency Training Details *(field will expand automatically)*

13.15.04 Common Characteristics of Gangs

The trainee shall discuss characteristics that are common to most gangs, including:

A. Cohesiveness
B. Code of silence
C. Rivalries
D. Revenge

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.04 Part B - Agency Training Details *(field will expand automatically)*

13.15.05 Methods Gangs Use to Distinguish Themselves

The trainee shall indentify methods that gangs use to distinguish their members from members of other gangs, including:

A. Tattoos
B. Attire and accessories
C. Use of monikers
D. Use of hand signs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.05 Part B - Agency Training Details *(field will expand automatically)*

13.15.06 Gang Graffiti

The trainee shall indentify gang graffiti factors significant to law enforcement, including:

A. Identifying individuals and/or a specific gang
B. Indentifying gang boundaries
C. Indications of pending and/or past gang conflicts

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.06 Part B - Agency Training Details *(field will expand automatically)*

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

A. Sale and use of narcotics
B. Crimes involving physical violence
C. Auto thefts and vehicle burglaries
D. Other theft-related crimes

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.07 Part B - Agency Training Details *(field will expand automatically)*

13.15.08 Reducing Gang Activity

The trainee shall explain law enforcement methods used to reduce gang activity, including:

A. Identifying gang activity
B. Coordination with allied agencies
C. Reduction of the opportunity for criminal activities
D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC 186.22)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.08 Part B - Agency Training Details *(field will expand automatically)*

13.16 MISSING PERSONS

13.16.01 Requirements for Handling Missing Persons

The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, adult and juvenile.

Reference(s): Penal Codes 784.5, 14205(a)–(c), 14206, and 14207(a)–(c)

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Missing Persons Policy

13.16.01 Part B - Agency Training Details *(field will expand automatically)*

13.16.02 Search Procedures

The trainee shall explain the agency's policy regarding search procedures for missing persons.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Missing Persons Policy

13.16.02 Part B - Agency Training Details *(field will expand automatically)*

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area

The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.16.03 Part B - Agency Training Details *(field will expand automatically)*

13.16.04 Amber Alert

The trainee shall review and explain the criteria and initiation process for an Amber Alert.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments:

Additional Information:

13.16.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Public Alerts Policy

13.16.04 Part B - Agency Training Details *(field will expand automatically)*

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Missing Persons Policy

13.16.05 Part B - Agency Training Details *(field will expand automatically)*

13.17 FIRES

13.17.01 Types of Fires

The trainee shall identify the following types of fires and the best methods to deal with each:

A. Dry combustibles
B. Flammable liquids
C. Electrical
D. Combustible metals

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.01 Part B - Agency Training Details *(field will expand automatically)*

13.17.02 Initial Steps at a Building Fire

The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

A. Request for the fire department
B. Request for additional law enforcement assistance if needed
C. Immediate evacuation of any occupants
D. Isolation of the immediate area
E. Establishment of a perimeter for crowd control

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.02 Part B - Agency Training Details *(field will expand automatically)*

13.17.03 Search for Victims

The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.03 Part B - Agency Training Details *(field will expand automatically)*

13.17.04 Building Unsafe to Enter

The trainee shall recognize signs that indicate a burning building is unsafe to enter.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.04 Part B - Agency Training Details *(field will expand automatically)*

13.17.05 Handling a Fire Incident

Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.05 Part B - Agency Training Details *(field will expand automatically)*

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

13.18.01 Responsibilities and Actions Required

The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hazardous Material Response Policy

13.18.01 Part B - Agency Training Details *(field will expand automatically)*

13.18.02 Hazardous Materials Policy and Procedures

The trainee shall review and explain the agency's policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hazardous Material Response Policy

13.18.02 Part B - Agency Training Details *(field will expand automatically)*

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

A. Recognition
B. Safety/Isolation/Area containment
C. Notification of proper authorities
D. Basic first responder limitations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.18.03 Part B - Agency Training Details *(field will expand automatically)*

13.18.04 Major Accident/Disaster Scene

The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

A. Requesting needed assistance and equipment
B. Providing for emergency medical aid
C. Undertaking immediate coordination with appropriate outside agencies
D. Establishing a secure perimeter
E. Establishing safe ingress and egress corridors
F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/ gases, etc.)
G. Identifying and admitting only authorized personnel
H. Dealing with the media

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Crime and Disaster Scene Integrity Policy

13.18.04 Part B - Agency Training Details *(field will expand automatically)*

13.18.05 Unusual Occurrences

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

A. Downed electrical wires
B. Malfunctioning traffic signals
C. Roadway hazards
D. Damaged fire hydrants
E. Gas leaks
F. Chemical spills
G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
H. Military incidents requiring police intervention
I. Wilderness-Urban Interface fires

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.18.05 Part B - Agency Training Details *(field will expand automatically)*

13.18.06 Handling of Hazardous Occurrence/Major Disaster

Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.18.06 Part B - Agency Training Details *(field will expand automatically)*

13.19 BOMBS/EXPLOSIVE DEVICES

13.19.01 Agency Policy and Procedures

The trainee shall review and explain the agency's policy and procedures for handling explosives.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Response to Bomb Calls Policy

13.19.01 Part B - Agency Training Details *(field will expand automatically)*

13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

A. Hazards of using the police radio and/or cellular phone
B. Request for technician or Explosive Ordnance Disposal (E.O.D)
C. Isolation of the device and the area
D. Evacuation of civilian personnel
E. Possibility that more than one explosive device

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Response to Bomb Calls Policy

13.19.02 Part B - Agency Training Details *(field will expand automatically)*

13.19.03 Handling of Bomb Scene

Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.19.03 Part B - Agency Training Details *(field will expand automatically)*

13.20 AIRCRAFT CRASHES

13.20.01 Agency Policy

The trainee shall review and explain the agency's policy on aircraft crashes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Crime and Disaster Scene Integrity Policy

13.20.01 Part B - Agency Training Details *(field will expand automatically)*

13.20.02 Tactical Considerations

The trainee shall discuss factors associated with the handling of an aircraft crash, including:

A. Civil Aviation/Non-Military Aircraft
   1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate

B. Military Aircraft
   1. Military authorities are in charge
   2. There may be dangerous weapons issues
   3. There may be classified materials present
   4. Police cannot authorize news media to enter

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.20.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.20.02 Part B - Agency Training Details *(field will expand automatically)*

13.21 FIRST AID

13.21.01 Knowledge and Skills

The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Medical Aid and Response Policy

13.21.01 Part B - Agency Training Details *(field will expand automatically)*

13.21.02 Agency Policy

The trainee shall review and explain the agency's policy on administering first aid.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Medical Aid and Response Policy

13.21.02 Part B - Agency Training Details *(field will expand automatically)*

13.21.03 Proficiency Requirements

The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

Reference(s): Health & Safety Code 1797.183 and Penal Code 13518

Case # *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.03 Part B - Agency Training Details *(field will expand automatically)*

13.21.04 Potential Consequences of Improper Application

The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.04 Part B - Agency Training Details *(field will expand automatically)*

13.21.05 Handling a First Aid Emergency

Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.05 Part B - Agency Training Details *(field will expand automatically)*

13.21.06 Occupational Exposure to Blood and Airborne Pathogens

The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Communicable Diseases Policy

13.21.06 Part B - Agency Training Details *(field will expand automatically)*

13.22 SICK, INJURED, OR DECEASED PERSONS

13.22.01 Providing Aid and Transportation

The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.22.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Transporting Ill and Injured Persons Policy

13.22.01 Part B - Agency Training Details *(field will expand automatically)*

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

A. Apparent homicide, suicide, or occurring under suspicious circumstances
B. Resulting from the use of dangerous or narcotic drugs
C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
D. Apparently accidental or following an injury
E. By disease, injury, or toxic agent during or arising from employment
F. While not under the care of a physician during the period immediately prior to death
G. Death related to disease that might constitute a threat to public health

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.22.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Death Investigation Policy

13.22.02 Part B - Agency Training Details *(field will expand automatically)*

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

A. Limits to which an officer may search a dead person

B. Legalities involved in transporting an obviously dead person in an ambulance

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.22.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.22.03 Part B - Agency Training Details *(field will expand automatically)*

13.23 LOST, FOUND, AND RECOVERED PROPERTY

13.23.01 Disposition of Property Other than Evidence

The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

A. Property recovered by officer
B. Property found by citizen
C. Property (real or personal) of injured, ill, or deceased persons
D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.23.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

13.23.01 Part B - Agency Training Details *(field will expand automatically)*

13.24 CROWD CONTROL

13.24.01 First Amendment Rights

The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.24.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.01 Part B - Agency Training Details *(field will expand automatically)*

13.24.02 Agency Philosophy and Law Enforcement Objective

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Additional Information:

13.24.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.02 Part B - Agency Training Details *(field will expand automatically)*

13.24.03 Maintaining Objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual's rights to free speech and assembly.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Additional Information:

13.24.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.03 Part B - Agency Training Details *(field will expand automatically)*

13.24.04 Restoring Order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.04 Part B - Agency Training Details *(field will expand automatically)*

13.24.05 Crowd Management Incidents

The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.05 Part B - Agency Training Details *(field will expand automatically)*

13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

A. Crowd Management at large planned/organized gatherings
   1. Protests/Demonstrations/First Amendment activities
   2. Labor disputes
   3. Concerts
   4. Sporting events/celebrations
   5. Holiday celebrations
   6. Cultural programs
   7. Religious gatherings
   8. Community activities

B. Incident Planning
   1. Establishing a command post
   2. Coordination of resources
   3. Planning, preparation, and coordination with event promoters
   4. Deploying sufficient personnel with proper equipment
   5. Establishing a unified chain of command
   6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
   7. Preparing to handle multiple arrests
   8. Planning and coordinating the response of medical personnel or additional resources, if needed.
   9. Making contingency plans for response if a riot situation ensues
   10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
   11. Authorized/designated law enforcement personnel interacting with the media

C. Containment
   1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
   2. Using officers to control the entry and exit of the crowd within the perimeter

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.06 Part B - Agency Training Details *(field will expand automatically)*

13.24.07 Crowd Control Incidents

The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.07 Part B - Agency Training Details *(field will expand automatically)*

13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations.
A discussion of agency philosophy and policies will minimally include the following:

A. Isolation and containment
   1. Establishment of a perimeter around the crowd
   2. Consideration of barricades and placement of additional personnel to maintain the perimeter
   3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crow

B. Law enforcement presence
   1. Coordination of resources
   2. Communication
   3. Deploying sufficient personnel with proper equipment
   4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
   5. Use of force options
   6. Law enforcement documentation of its own response (video/audio)
   7. Making selective arrests (arrest teams/ communication)
   8. Establishing a unified chain of command
   9. Preparing to handle multiple arrests
   10. Planning and coordinating the response of medical personnel or additional resources, if needed
   11. Authorized/designated law enforcement personnel interacting with media

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments *(field will expand automatically)*

Additional Information:

13.24.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.08 Part B - Agency Training Details *(field will expand automatically)*

13.24.09 Crowd Dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments *(field will expand automatically)*

Additional Information:

13.24.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.09 Part B - Agency Training Details *(field will expand automatically)*

13.24.10 Clarity of Purpose, Objective, Mission, and Policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

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Additional Information:

13.24.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.10 Part B - Agency Training Details *(field will expand automatically)*

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

A. Specific operational tactics and basic formations
B. Additional resources, equipment, and personnel that may be required for a response
C. Assignment of specific tasks
D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
E. Dispersal orders
F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
G. Clarity on the agency policy for the use of deadly force

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.11 Part B - Agency Training Details *(field will expand automatically)*

13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

A. Containment
   1. Flexible outer perimeter controlling ingress and egress of the crowd
   2. Denying access and preventing others from joining the existing crowd

B. Isolation
   1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse

C. Dispersal
   1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress

D. Restoration of order
   1. Medical aid
   2. Detention, arrest, cite and release, transportation of arrestees
   3. Criminal investigation
   4. Authorized/designated law enforcement personnel interacting with the media

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.12 Part B - Agency Training Details *(field will expand automatically)*

13.24.13 Law Enforcement Conduct

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.13 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.13 Part B - Agency Training Details *(field will expand automatically)*

13.24.14 Use of Force in Response to Incidents Involving Crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Additional Information:

13.24.14 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Control Devices and Techniques Policy

CPD Use of Force Policy

13.24.14 Part B - Agency Training Details *(field will expand automatically)*

13.24.15 Agency-Issued Riot Equipment

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g.,. helmets, shields, flex cuffs, and other equipment).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Additional Information:

13.24.15 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.24.15 Part B - Agency Training Details *(field will expand automatically)*

13.25 NEWS MEDIA RELATIONS

13.25.01 Common Practices for Release of Information

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments *(field will expand automatically)*

Additional Information:

13.25.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Media Relations Policy

13.25.01 Part B - Agency Training Details *(field will expand automatically)*

13.25.02 Press Credentials

The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments *(field will expand automatically)*

Additional Information:

13.25.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.25.02 Part B - Agency Training Details *(field will expand automatically)*

13.25.03 Media Access to Areas Closed to the Public

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.25.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Media Relations Policy

13.25.03 Part B - Agency Training Details *(field will expand automatically)*

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

A. Statements as to the character or reputation of a victim, an accused person, or prospective witness
B. Admissions, confessions, or alibis attributed to an accused person
C. Performance or results of a test taken by a victim, suspect, or witness
D. Refusal of a victim, suspect, or witness to take any test(s)
E. The presumed credibility of an accused person or witness
F. The probability of an accused person entering a guilty plea
G. The opinioned value of evidence against an accused person
H. Information prohibited by agency policy
I. Information that would be detrimental to the investigation of the case
J. Information that may jeopardize the rights of the individual

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.25.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Media Relations Policy

13.25.04 Part B - Agency Training Details *(field will expand automatically)*

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

13.26.01 Tactical Considerations

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

A. Safe approach
B. Containment of the scene
C. Requesting appropriate assistance [e.g., hostage negotiator, specialized unit(s), etc.]
D. Evacuation
E. Communication/negotiation with the suspect

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.26.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Hostages and Barricade Incidents Policy

13.26.01 Part B - Agency Training Details *(field will expand automatically)*

13.27 SNIPER ATTACK

13.27.01 Initial Response to Attack

The trainee shall explain the steps which should be immediately taken when confronted with a "set-up", ambush, or sniper attack, including:

A. Seeking cover and/or concealment
B. Calling for assistance
C. Isolating and clearing the area(s)
D. Determining possible location(s) of assailant(s)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.27.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.01 Part B - Agency Training Details *(field will expand automatically)*

13.27.02 Tactical Actions by Driver under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

A. Accelerating/reversing out of the "kill zone"
B. Turning into nearest available cover
C. Abandoning the target vehicle
D. Awareness of possible secondary attack/ambush

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.27.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.02 Part B - Agency Training Details *(field will expand automatically)*

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

A. Accelerating out of the danger zone if vehicle is still operable

B. Abandon the vehicle
   1. After initial flame burst
   2. If bomb enters vehicle
   3. If vehicle is incapacitated

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments *(field will expand automatically)*

Additional Information:

13.27.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.03 Part B - Agency Training Details *(field will expand automatically)*

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedures

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:
   1. Dead
   2. Injured
   3. Noisy
   4. Rabid
   5. Strays
   6. Wild/feral

B. Nuisances created by unsanitary keeping of animals

C. Protective custody of animals

D. Animal bites

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.28.01 Part B - Agency Training Details *(field will expand automatically)*

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

A. Whom to notify prior to shooting the animal
B. Who may shoot the animal
C. Proper and most humane method for shooting the animal
D. What report(s) must be completed following the shooting of the animal
E. Proper disposal of the dead animal

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Destruction of Animals Policy

13.28.02 Part B - Agency Training Details *(field will expand automatically)*

13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.28.03 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 13: Patrol Procedures

ATTESTATION FOR SECTION 13

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   - Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   - For each subsection, complete Parts A and B.
     - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
     - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 14

Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

Contents

14.1 Interviewing and Interrogation
14.2 Preliminary Investigation
14.3 Burden of Proof
14.4 Concepts of Evidence
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14.7 Lineups
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Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

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SECTION 14 INVESTIGATIONS/EVIDENCE

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Investigation and Prosecution Policy

14.1.01 Part B - Agency Training Details *(field will expand automatically)*

14.1.02 Taking Statements

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
B. Controlling the interview; Minimize rambling by the person being interviewed
C. Avoiding leading questions except when absolutely necessary
D. Putting the person being interviewed at ease
E. Writing statements verbatim (when appropriate) from person being interviewed
F. Not improvising or making assumptions

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.1.02 Part B - Agency Training Details *(field will expand automatically)*

14.1.03 Contents of a Good Statement

The trainee shall describe the contents of a good statement. These contents shall minimally include:

A. What happened
B. When it happened
C. Where it happened
D. Who it happened to
E. How it happened
F. Why it happened
G. How many people were involved
H. Who else was involved

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.1.03 Part B - Agency Training Details *(field will expand automatically)*

14.1.04 Miranda Warning

The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Investigations and Prosecution Policy
CPD Temporary Custody of Juveniles Policy

14.1.04 Part B - Agency Training Details *(field will expand automatically)*

14.1.05 Conducting an Interview

Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.1.05 Part B - Agency Training Details *(field will expand automatically)*

14.2 PRELIMINARY INVESTIGATION

14.2.01 Investigating Cold Crimes

The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.01 Part B - Agency Training Details *(field will expand automatically)*

14.2.02 Crimes Against Property

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

A. Identity or description of suspect(s)
B. Description of loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.02 Part B - Agency Training Details *(field will expand automatically)*

14.2.03 Handling Crimes Against Property

Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.03 Part B - Agency Training Details *(field will expand automatically)*

14.2.04 Crimes Against Persons

The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

A. Identity or description of suspect(s)
B. Description of injury and/or loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.04 Part B - Agency Training Details *(field will expand automatically)*

14.2.05 Handling Crimes Against Persons

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.05 Part B - Agency Training Details *(field will expand automatically)*

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault
B. Robbery
C. Kidnapping
D. Child Abuse
E. Elder Abuse
F. Felonious assault

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Sexual Assault Investigations Policy
CPD Child and Dependent Adult Safety Policy

14.2.06 Part B - Agency Training Details *(field will expand automatically)*

14.2.07 Serious Injury or Death Scenes

The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

A. Preserving the scene, including the restriction of unauthorized police personnel
B. Determining the need for first aid and summoning medical assistance
C. Identifying and apprehending suspect(s), if possible
D. Making proper notifications
E. Locating visible physical evidence
F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Child and Dependent Adult Safety Policy
CPD Domestic Violence Policy
CPD Death Investigation Policy

14.2.07 Part B - Agency Training Details *(field will expand automatically)*

14.2.08 Evidence Technicians/Criminalists

The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.08 Part B - Agency Training Details *(field will expand automatically)*

14.2.09 Preliminary Investigations

The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.09 Part B - Agency Training Details *(field will expand automatically)*

14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof

The trainee shall define the term "burden of proof" and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

A. Criminal Guilt
B. *Corpus delicti*
C. Jurisdiction
D. Double jeopardy as a defense
E. Self-defense as a defense
F. Insanity as a defense

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.3.01 Part B - Agency Training Details *(field will expand automatically)*

California Evidence Code Section(s) 500; 520; 550 and 666

14.4 CONCEPTS OF EVIDENCE

14.4.01 Evidence Definition and Types

The trainee shall review the term "evidence" as defined by California law, and recognize the various concepts of evidence, including:

A. Direct evidence

B. Indirect/Circumstantial evidence

Reference(s): Evidence Codes 140 and 410

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.01 Part B - Agency Training Details *(field will expand automatically)*

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

A. Fruits of a crime
B. Instrumentalities of a crime
C. Contraband

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.02 Part B - Agency Training Details *(field will expand automatically)*

14.4.03 Purpose of Evidence

T he trainee shall explain the purposes for offering evidence in court including:

A. As an item of proof
B. To impeach a witness
C. To rehabilitate a witness
D. To assist in determining sentence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.03 Part B - Agency Training Details *(field will expand automatically)*

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

A. Be relevant to the matter in issue
B. Be competently presented in court
C. Have been legally obtained

Reference(s): Evidence Code 210

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.04 Part B - Agency Training Details *(field will expand automatically)*

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

A. Know the difference between right and wrong
B. Understand his/her duty to tell the truth
C. Possess the ability to express himself/herself concerning the matter to be understood
D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code 701

Case # *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.05 Part B - Agency Training Details *(field will expand automatically)*

14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

A. Husband and wife
B. Attorney and client
C. Clergyperson and confessor
D. Physician and patient

Reference(s): Evidence Codes 950, 970, 980, 990, and 1030

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.06 Part B - Agency Training Details *(field will expand automatically)*

14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule

The trainee shall describe the effects of the "Exclusionary Rule" upon police actions and procedures in the following areas:

A. Civil rights
B. Inadmissible evidence
C. Possibility of false arrest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.5.01 Part B - Agency Training Details *(field will expand automatically)*

14.5.02 Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

A. Spontaneous statements
B. Admissions
C. Confessions
D. Dying declarations

Reference(s): Evidence Codes 1200 and 1220

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.5.02 Part B - Agency Training Details *(field will expand automatically)*

14.6 EVIDENCE COLLECTION AND PRESERVATION

14.6.01 Locating Physical Evidence

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

A. Strip
B. Quadrant
C. Spiral

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.01 Part B - Agency Training Details *(field will expand automatically)*

14.6.02 Weather Conditions

The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.02 Part B - Agency Training Details *(field will expand automatically)*

14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.03 Part B - Agency Training Details *(field will expand automatically)*

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

A. Handling controlled substances
B. Depositing property, evidence, and money
C. Calling out Crime Scene Investigators and/or detectives to process a crime scene
D. Depositing firearms, miscellaneous weapons, and explosives
E. Withdrawing and returning property

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.04 Part B - Agency Training Details *(field will expand automatically)*

4.6.05 Storage of Evidence

The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.05 Part B - Agency Training Details *(field will expand automatically)*

14.6.06 Taking Evidence to Laboratories and Court

The trainee shall review and explain the agency's policies and procedures regarding taking evidence to laboratory examination facilities and court.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.06 Part B - Agency Training Details *(field will expand automatically)*

14.6.07 Chain of Custody/Evidence

The trainee shall explain the meaning of "chain of custody" or "chain of evidence."

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.07 Part B - Agency Training Details *(field will expand automatically)*

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Property and Evidence Section Policy

14.6.08 Part B - Agency Training Details *(field will expand automatically)*

14.7 LINEUPS

14.7.01 Methods for Identifying Suspects

The trainee shall explain technical methods for identifying suspects, including:

A. Field show-up
B. Photo identification
C. Identification kit
D. Artist's conception

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

14.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.7.01 Part B - Agency Training Details *(field will expand automatically)*

14.7.02 Agency Policy and Procedures

The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

A. In custody
B. In the field
C. Photographic

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.7.02 Part B - Agency Training Details *(field will expand automatically)*

The Santa Clara County Line-Up Protocol

14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
B. Witness instructions
C. Control of the situation
D. Similar appearances

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.7.03 Part B - Agency Training Details *(field will expand automatically)*

14.8 SOURCES OF INFORMATION

14.8.01 Networking with the Community

The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.8.01 Part B - Agency Training Details *(field will expand automatically)*

14.8.02 Informants

The trainee shall describe techniques for identifying and developing "informants," including:

A. The hazards of divulging too much information to informants

B. The danger of breaking confidentialities

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.8.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Informants Policy

14.8.02 Part B - Agency Training Details *(field will expand automatically)*

14.8.03 Public and Private Records

The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.8.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.8.03 Part B - Agency Training Details *(field will expand automatically)*

14.9 SUBPOENAS

14.9.01 Definition, Authority, and Immunities

The trainee shall define the term "subpoena" and describe the authority and immunities associated with the subpoena, including:

A. Who may exercise the power of a subpoena
B. Who may serve a subpoena
C. How a subpoena is served
D. Who is subject to the power of a subpoena
E. What immunities from arrest are granted to a person traveling in answer to a subpoena
F. How a subpoena is enforced

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.9.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Subpoenas and Court Appearances Policy

14.9.01 Part B - Agency Training Details *(field will expand automatically)*

14.9.02 Agency Practices

The trainee shall review and explain the agency's practices and policies concerning the subpoena process.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.9.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Subpoenas and Court Appearances Policy

14.9.02 Part B - Agency Training Details *(field will expand automatically)*

14.10 COURTROOM TESTIMONY AND DEMEANOR

14.10.01 Professional Demeanor and Appearance

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.01 Part B - Agency Training Details *(field will expand automatically)*

14.10.02 Pre-Trial Conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

A. Refreshing the officer's memory

B. Coordination of efforts

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.02 Part B - Agency Training Details *(field will expand automatically)*

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

A. Honesty
B. Clarity
C. Brevity
D. Objectivity
E. Poise

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.03 Part B - Agency Training Details *(field will expand automatically)*

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
B. Offensive
C. Threatening
D. Argumentative
E. Overly friendly

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.04 Part B - Agency Training Details *(field will expand automatically)*

14.10.05 Courtroom Security Policies and Procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

A. Prisoner Escort
B. Prisoner Restraint
C. Screening of Courtroom Audience
D. Disturbance Procedures

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.05 Part B - Agency Training Details *(field will expand automatically)*

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer
B. Irreparable damage to the officer's credibility (Brady List)
C. Irreparable damage to the prosecution of a case
D. May result in civil actions against the agency

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.06 Part B - Agency Training Details *(field will expand automatically)*

14.10.07 Courtroom Testimony Preparation and Demonstration

The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.07 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   - Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   - For each subsection, complete Parts A and B.

     Part A: Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force)
     Part B: Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 15

Tactical Communication/Conflict Resolution

15.1 – 15.4 COMPETENCY REQUIREMENTS

Contents

15.1 Tactical Communications
15.2 Handling Disputes (General)
15.3 Civil Disputes
15.4 Repossessions
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

15.1 TACTICAL COMMUNICATION

- 15.1.01 Verbal and Nonverbal Cues
- 15.1.02 Benefits of Tactical Communication
- 15.1.03 Demonstration of Tactical Communication
- 15.1.04 Deflection Techniques
- 15.1.05 Five-Step Process for Generating Voluntary Compliance

15.2 HANDLING DISPUTES (GENERAL)

- 15.2.01 Basic Responsibilities at the Scene of a Dispute
- 15.2.02 Social Service Organizations
- 15.2.03 Inherent Dangers to Officers
- 15.2.04 Separating Parties in a Dispute
- 15.2.05 Private Person Arrest Procedures
- 15.2.06 Use of Different Techniques
- 15.2.07 Handling a Dispute Situation

15.3 CIVIL DISPUTES

- 15.3.01 Agency Policy on Landlord-Tenant Disputes
- 15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
- 15.3.03 Agency Policy on Labor-Management Disputes
- 15.3.04 Policing Problems During Labor-Management Disputes
- 15.3.05 Small Claims Court
- 15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS

- 15.4.01 Rules and Agency Policy Regarding Repossessions

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

15.1 TACTICAL COMMUNICATION

15.1.01 Verbal and Nonverbal Cues

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.01 Part B - Agency Training Details *(field will expand automatically)*

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

A. Enhanced safety (reduced likelihood of physical confrontation and injury)

B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.02 Part B - Agency Training Details *(field will expand automatically)*

15.1.03 Demonstration of Tactical Communication

The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical violence).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.03 Part B - Agency Training Details *(field will expand automatically)*

15.1.04 Deflection Techniques

The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" should be professional language that is goal directed. Examples might include:

A. "I appreciate that, but I need to see your driver's license, vehicle registration, and proof of insurance."

B. "I understand that, but I need you to move your vehicle."

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.04 Part B - Agency Training Details *(field will expand automatically)*

15.1.05 Five-Step Process for Generating Voluntary Compliance

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:

A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply

B. **Set Context** (Reasonable Appeal) – The "why" questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.

C. **Present Options** (Personal Appeal) – Explain possible options

D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, "Is there anything I can say to gain your cooperation at this time?"

E. **Act** (Take appropriate action)

Reference(s):					**Case #** *(If applicable)*		**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								
Comments:								

Additional Information:

15.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.05 Part B - Agency Training Details *(field will expand automatically)*

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute

The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

A. Remaining impartial
B. Preserving the peace
C. Determining whether or not a crime has been committed
D. Conducting an investigation if a crime has been committed.
E. Providing safety to individuals and property
F. Suggesting solutions to the problem
G. Offering appropriate referrals
H. Considering arrest as a reasonable alternative if a crime has been committed

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.01 Part B - Agency Training Details *(field will expand automatically)*

15.2.02 Social Service Organizations

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

A. Public health
B. Alcohol problems
C. Family counseling and child guidance
D. Drug problems
E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)
F. Any additional city/county agencies or organizations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.02 Part B - Agency Training Details *(field will expand automatically)*

15.2.03 Inherent Dangers to Officers

The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.03 Part B - Agency Training Details *(field will expand automatically)*

15.2.04 Separating Parties in a Dispute

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.04 Part B - Agency Training Details *(field will expand automatically)*

15.2.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Private Person Arrest Policy

15.2.05 Part B - Agency Training Details *(field will expand automatically)*

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

A. Family disputes
B. Neighbor disputes
C. Juvenile dispute
D. Loud parties/loud noise

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.06 Part B - Agency Training Details *(field will expand automatically)*

15.2.07 Handling a Dispute Situation

Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.07 Part B - Agency Training Details *(field will expand automatically)*

15.3 CIVIL DISPUTES

15.3.01 Agency Policy on Landlord-Tenant Disputes

The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Civil Disputes Policy

15.3.01 Part B - Agency Training Details *(field will expand automatically)*

15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes

The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

A. Evictions
B. Lockouts
C. Trespasses
D. Confiscation of property

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.02 Part B - Agency Training Details *(field will expand automatically)*

15.3.03 Agency Policy on Labor-Management Disputes

The trainee shall review and explain the agency's policy on labor-management disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.03 Part B - Agency Training Details *(field will expand automatically)*

15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

A. Obstruction of ingress or egress
B. Blocking of sidewalks and roadways
C. Outside agitators
D. Violence and vandalism
E. Trespasses

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.04 Part B - Agency Training Details *(field will expand automatically)*

15.3.05 Small Claims Court

The trainee shall explain the role of the small claims court relative to civil disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.05 Part B - Agency Training Details *(field will expand automatically)*

15.3.06 Handling a Civil Dispute

Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.06 Part B - Agency Training Details *(field will expand automatically)*

15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:

A. What property is subject to repossession
B. Who may make a repossession
C. To what lengths a repossessor may go
D. When a repossession is complete

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.4.01 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 15: Tactical Communication/Conflict Resolution

ATTESTATION FOR SECTION 15

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X_____ Print Full Name: _____

Trainee: X_____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.:
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 16
Traffic

16.1 – 16.5 COMPETENCY REQUIREMENTS

Contents

16.1 Vehicle Codes
16.2 Impounding/Storing Vehicles
16.3 Vehicle Collisions
16.4 Traffic Control/Direction
16.5 Driving Under the Influence (DUI)
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

6.1 VEHICLE CODES

16.1.01 Vehicle Code Laws
16.1.02 Vehicle Code Terminology
16.1.03 Vehicle Code Authority to Arrest
16.1.04 Common Vehicle Code Violations
16.1.05 Enforcement Options
16.1.06 Completing a Citation
16.1.07 Promise to Appear

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows
16.2.02 Towing Authorities
16.2.03 Impounds from Public or Private Property
16.2.04 Handling a Vehicle Impound/Storage

16.3 VEHICLE COLLISIONS

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16.3.02 Primary Duties at Traffic Accident Scene
16.3.03 Agency Policy Regarding Collision Investigations
16.3.04 Removing Vehicles from the Highway
16.3.05 Mandatory Investigations
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16.3.09 Collision Investigation Information
16.3.10 Handling a Traffic Collision

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16.4.03 Use of Flares
16.4.04 Demonstrating Appropriate Traffic Control

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16.5.02 Sobriety Tests
16.5.03 Chemical Tests
16.5.04 Chemical Test Refusals
16.5.05 DUI Report Forms
16.5.06 Handling a Driving Under the Influence Case

SECTION 16 TRAFFIC

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

16.1 VEHICLE CODES

16.1.01 Vehicle Code Laws

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.01 Part B - Agency Training Details *(field will expand automatically)*

16.1.02 Vehicle Code Terminology

The trainee shall define the following terms as used in the California Vehicle Code:

A. Crosswalk
B. Darkness
C. Driver
D. Highway
E. Intersection
F. Limit line
G. Motor vehicle
H. Roadway
I. School bus
J. Sidewalk
K. Vehicle
L. Pedestrian

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.02 Part B - Agency Training Details *(field will expand automatically)*

16.1.03 Vehicle Code Authority to Arrest

The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Function and Responsibility Policy

16.1.03 Part B - Agency Training Details *(field will expand automatically)*

16.1.04 Common Vehicle Code Violations

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

A. Vehicle registration and insurance requirements
B. Theft of and tampering with vehicles
C. Driver's license and identification cards including suspensions
D. Hit and run
E. Traffic control signals
F. Other traffic control devices
G. Driving, overtaking, and passing
H. Right of way
I. Pedestrians
J. U-turns
K. Stopping, standing, and parking
L. Driving under the influence
M. Equipment violations
N. Fleeing/evading an officer
O. Reckless driving
P. Seatbelt violations
Q. Other public offenses

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments:

Additional Information:

16.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.04 Part B - Agency Training Details *(field will expand automatically)*

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

A. Verbal warning
B. Issuing a citation
C. Physical Arrest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
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Trainee:								

Comments:

Additional Information:

16.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Function and Responsibility Policy

16.1.05 Part B - Agency Training Details *(field will expand automatically)*

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.06 Part B - Agency Training Details *(field will expand automatically)*

16.1.07 Promise to Appear

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.07 Part B - Agency Training Details *(field will expand automatically)*

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows

The trainee shall review and explain the agency's policy regarding towing procedures.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Towing and Release Policy

16.2.01 Part B - Agency Training Details *(field will expand automatically)*

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

A. Abandoned vehicles – VEH 22669(a)
B. Traffic hazards– VEH 22651(b)
C. Incident to an arrest– VEH 22651(h)
D. Stored for safekeeping – VEH 22651(g)
E. Stolen, recovered, and not released in the field – VEH 22651(c) and VEH 22653(a)
F. Held for investigation –VEH 22655.5
G. Involved in hit and run – VEH 22655 or VEH 22653(b)
H. VIN removed – VEH 10751
I. Held for operation by unlicensed driver – VEH 22651(p)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Towing and Release Policy

16.2.02 Part B - Agency Training Details *(field will expand automatically)*

16.2.03 Impounds from Public or Private Property

The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Towing and Release Policy

16.2.03 Part B - Agency Training Details *(field will expand automatically)*

16.2.04 Handling a Vehicle Impound/Storage

Given an incident in which a vehicle is to b e impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

A. Compliance with state law
B. Compliance with agency policy
C. Completion of all required reports in a satisfactory manner

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Towing and Release Policy

16.2.04 Part B - Agency Training Details *(field will expand automatically)*

16.3 VEHICLE COLLISIONS

16.3.01 Preventing Accidents

The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:

A. Education
B. Enforcement
C. Proactive engineering recommendations
D. Patrol awareness (including assisting stranded motorists)
E. Environmental factors that detract from traffic safety
F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Function and Responsibility Policy

16.3.01 Part B - Agency Training Details *(field will expand automatically)*

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

A. Determining injuries and need for emergency first aid treatment
B. Protecting the scene, including persons and property involved
C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)
D. Ascertaining the need for medics/ambulance service
E. Considering the need for tow services
F. Determining the need for further assistance

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.02 Part B - Agency Training Details *(field will expand automatically)*

16.3.03 Agency Policy Regarding Collision Investigations

The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Collision Reporting Policy

16.3.03 Part B - Agency Training Details *(field will expand automatically)*

16.3.04 Removing Vehicles from the Highway

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Vehicle Towing and Release Policy

16.3.04 Part B - Agency Training Details *(field will expand automatically)*

16.3.05 Mandatory Investigations

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

A. Injury accidents
B. Hit and run accidents
C. Accidents involving suspected drunk drivers
D. Accident involving city, county, or state property

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Report Preparation Policy

16.3.05 Part B - Agency Training Details *(field will expand automatically)*

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

A. **Accident or Collision** – An unintentional event that causes damage, injury, or death

B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface

C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries

D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface

E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person

F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another

G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)

H. **Primary Collision Factor** – The one element or driving action, which in the officer's opinion best describes the primary or main cause of the collision

I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.06 Part B - Agency Training Details *(field will expand automatically)*

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

A. Indications of compass direction
B. Measurement of the scene in proportion, but not necessarily to scale
C. Use of appropriate illustrations
D. Determining the area of impact and the point of rest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
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Trainee:								

Comments:

Additional Information:

16.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.07 Part B - Agency Training Details *(field will expand automatically)*

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff

B. Debris, glass, vehicle parts, fluids, and other related property damage

C. Photographs of the scene

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.08 Part B - Agency Training Details *(field will expand automatically)*

16.3.09 Collision Investigation Information

The trainee shall identify information to be obtained during a collision investigation interview, including:

A. Identity of the involved parties and vehicle information
B. Time and location of collision events
C. Chronology of collision events
D. Elements unique to hit and run collisions, if applicable

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.09 Part B - Agency Training Details *(field will expand automatically)*

16.3.10 Handling a Traffic Collision

Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Collision Reporting Policy

16.3.10 Part B - Agency Training Details *(field will expand automatically)*

16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

A. Stop
B. Start
C. Keep moving
D. Turn right
E. Turn left
F. Make a U-turn

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.01 Part B - Agency Training Details *(field will expand automatically)*

16.4.02 Directing Traffic Using a Flashlight

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.02 Part B - Agency Training Details *(field will expand automatically)*

16.4.03 Use of Flares

The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.03 Part B - Agency Training Details *(field will expand automatically)*

16.4.04 Demonstrating Appropriate Traffic Control

Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.04 Part B - Agency Training Details *(field will expand automatically)*

16.5 DRIVING UNDER THE INFLUENCE (DUI)

16.5.01 Recognizing Suspected DUI Drivers

The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.01 Part B - Agency Training Details *(field will expand automatically)*

16.5.02 Sobriety Tests

The trainee shall explain and demonstrate the sobriety tests used by the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.02 Part B - Agency Training Details *(field will expand automatically)*

16.5.03 Chemical Tests

The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.03 Part B - Agency Training Details *(field will expand automatically)*

16.5.04 Chemical Test Refusals

The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.04 Part B - Agency Training Details *(field will expand automatically)*

16.5.05 DUI Report Forms

The trainee shall identify the report forms to be used for driving under the influence cases.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.05 Part B - Agency Training Details *(field will expand automatically)*

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Impaired Driving Policy

16.5.06 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 16: Traffic

ATTESTATION FOR SECTION 16

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   - Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   - For each subsection, complete Parts A and B.

     Part A: Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
     Part B: Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section

SECTION 17

Self-Initiated Activity

17.1 COMPETENCY REQUIREMENTS

Contents

17.1 Types of Activities
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Manual*, you MUST submit the following electronic files:

1) POST-approved Field Training Application (Form 2-229)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops
17.1.02 Pedestrian Stops
17.1.03 Directed Patrol
17.1.04 Arrests
17.1.05 Other Activities

SECTION 17 SELF-INITIATED ACTIVITY

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

A. Investigative stops

B. Traffic enforcement

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Traffic Function and Responsibility Policy
CPD Contacts and Temporary Detentions Policy

17.1.01 Part B - Agency Training Details *(field will expand automatically)*

17.1.02 Pedestrian Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:

A. Suspicious persons
B. Consensual encounters
C. Enforcement of pedestrian related violations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Contacts and Temporary Detentions Policy
CPD Traffic Function and Responsibility Policy
CPD Use of the Body Worn Cameras (BWCs) Policy

17.1.02 Part B - Agency Training Details *(field will expand automatically)*

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

A. Gang area / Gang activities
B. DUI enforcement
C. Illegal vendors
D. Pattern crimes
E. COPS/POP projects, School programs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Contacts and Temporary Detentions Policy

17.1.03 Part B - Agency Training Details *(field will expand automatically)*

17.1.04 Arrests

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated arrests to minimally include:

A. Misdemeanors
B. Felonies
C. Others (e.g. Municipal codes, local ordinances)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Contacts and Temporary Detentions Policy
CPD Private Persons Arrests Policy
CPD Law Enforcement Authority Policy

17.1.04 Part B - Agency Training Details *(field will expand automatically)*

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

A. Field interview (FI) cards
B. Bar checks
C. Curfew violators
D. Suspicious circumstances
E. Additional agency-specific activities (listed below if applicable)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

CPD Contacts and Temporary Detentions Policy

17.1.05 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the trainee.
4. The final evaluation of the trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions for Administrators and FTOs

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR ADMINISTRATORS

Volume II of the Field Training Manual consists of 18 Sections. Each Section is provided as a separate file on the POST website. Prior to submitting your FTP Manual to POST for review, you must complete all 18 Sections and include them as part of your Manual.

1. ***Set up:*** Keep a Master copy of each Section file for reference. Make a copy of the file to use for agency-specific entries.
2. ***For each Section (1–18):***
   a. Open the applicable file and add agency name and date (M/Y) at the top of page 1. (Do NOT alter any other portions of the file, with the exclusion of Parts A and B.)
   b. For each subsection, complete Parts A and B.
      - *Part A:* Input relevant policy references from Department Policy Manual (ex. Sacramento SD Policy: Use of Force).
      - *Part B:* Input agency training details.
3. ***After completing ALL sections (1–18),*** you are required to submit the following materials via email to POST for review and approval (do NOT send printed copies):
   1) **Volume I and Volume II (Sections 1-18)**
   2) **POST 2-229 Form (scanned copy of signed original)**
   3) **Department Policy Manual**
4. Mail your POST 2-229 Form to:
   Commission on POST
   Field Training
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605

See next page for Instructions for Field Training Officers

How to Complete Volume II (Sections 1–18)

INSTRUCTIONS FOR FIELD TRAINING OFFICERS (FTOs)

Volume II of the Field Training Manual consists of 18 Sections. Each Section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each Section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the trainee has completed this portion of the Field Training Program.

End Section